

Role Description



Role title:	Classification:
Procurement and Grants Officer	ASO4
Division/Business unit:	Reports to:
Finance, Digital and Customer Support/ Procurement and Quality Assurance	Manager, Procurement and Contracts

Role purpose:

The Procurement and Grants Officer is a role within Finance, Digital and Customer Support and is accountable to the Manager, Procurement and Contracts for:

- Providing support to business units in conducting a range of procurement and grants processes.
- Developing and maintaining effective relationships to deliver an effective customer focused procurement service.
- Supporting the development and implementation of a range of procurement and grants management policies and projects.

Key outcomes and accountabilities:

1. Develop procurement and grant funding documentation, conduct evaluation and negotiation processes and finalisation of contract documentation.
2. Manage low to medium risk procurement and grant funding processes in accordance with relevant policies and procedures.
3. Identify risks and provide analysis on matters related to the allocation of funding within the not for profit sector and for goods and services procurement.
4. Support the preparation of written reports including recommendations with respect to requirements regarding probity, Government audit and other legislative and regulatory requirements.
5. Contribute to an effective customer focused procurement, grants and contract management support service by liaising with customers and suppliers, and providing expert advice and information on a range of procurement related services.
6. Participate in supply market analysis, including determining the supply market and the most appropriate market approach.
7. Contribute to the achievement of DHS business goals by contributing to procurement and grants management projects as required.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager, Procurement and Contracts (line manager)
- Directors and Senior Managers across DHS
- Staff in all functional areas across the Department
- External stakeholders including DHS suppliers, Not for Profit organisations, procurement and contract management staff from other Agencies, State Procurement Board

Budget/Delegations:

No budget or delegations accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct.
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Procurement and Grant Funding Experience** – Utilise experience in procurement and grant funding processes, including the development of tender documentation, evaluation and contract formation.
2. **Relationship Management** – Ability to develop effective working relationships, and communicate effectively with staff at all levels across the Department.
3. **Policy Application and Interpretation** – Interpret, explain and apply State Procurement Board procurement policies, Treasurers Instructions, DPC Circulars and DHS procurement processes.
4. **Written Skills** – Ability to prepare high quality written documents, including briefings and reports to a range of stakeholders within the required deadlines.
5. **Initiative and Problem Solving** – Ability to take prompt action to solve problems, act on own judgement without prompting, look to go beyond job requirements to achieve objectives and analyse and think creatively to find sound solutions.
6. **Analyse and Report** – Ability to analyse and interrogate information from a variety of sources to develop recommendations.

Qualifications:

Essential: Nil

Desirable: Nil

Key leadership competencies and expected behaviours at this classification:
Supports and implements strategic direction

- ☒ Understands the big picture and contributes to the development of strategic direction for the BU.
- ☐ Assumes ownership of team goals and business objectives.
- ☐ Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- ☐ Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- ☒ Delivers results and improvements to meet team objectives.
- ☐ Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- ☐ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- ☒ Abides by the laws, regulations and policies determining team and individual role activities.
- ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- ☒ Monitors team/project performance and seeks feedback to guide improvements.
- ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- ☐ Adds value to the BU by setting, reaching and encouraging high performance standards.
- ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- ☐ Provides others with ongoing feedback and coaching for development.
- ☐ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- ☒ Embeds a strong customer service ethos by understanding needs.
- ☒ Effectively manages resources to meet competing and complex demands.

Cultivates productive working relationships

- ☒ Seeks to understand the perspectives of others and the implication in the wider public sector.
- ☒ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon.
- ☒ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- ☒ Engages in strategic relationships with internal and external stakeholders.
- ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly.

Exhibits personal drive and professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- ☒ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- ☒ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:		
Assessed by: Anthony Halkias, Human Resources Business Partner	<i>A. Halkias</i>	Date: 18/06/2026
Approved by: Elizabeth Chmielewski, Chief Procurement Officer	<i>E. Chmielewski</i>	Date: 15/06/2026