

Role Description

OFFICIAL



Government of
South Australia



human
services

Role title:	Classification:
Procurement and Grants Adviser	ASO5
Division/Business unit:	Reports to:
Finance and Business Services / Procurement	Manager, Procurement and Grants

Role purpose:

The Procurement and Grants Adviser is a role within Finance and Business Services and is accountable to the Manager, Procurement and Grants for:

- providing an advisory and consultancy service on a range of procurement and / or grants management matters to relevant stakeholders.
- contributing to the development and implementation of a range of procurement and / or grants management policies and projects.
- developing and maintaining effective relationships with internal and external stakeholders

Key outcomes and accountabilities:

1. Provide prompt and accurate advice and information to Business Units, suppliers and other stakeholders regarding procurement and grants management procedures and policies.
2. Design appropriate decision-making processes so that choices are both transparent and defensible in retrospect including ability to anticipate potential problems and to redesign processes and systems so as to minimise their reoccurrence.
3. Develop requirements in consultation with internal clients and identify supplier sources for a range of commodities/services including undertaking market research and contract management of suppliers.
4. Identify risks and provide analysis on matters related to the allocation of funding within the community services sector.
5. Develop procurement and / or grant funding documentation, conduct evaluation and negotiation processes and finalisation of contract documentation.
6. Facilitate medium risk procurement and / or grant funding processes and contribute to discrete deliverables in higher risk procurement and / or grant funding processes in accordance with agency standards.
7. Support clients in achieving maximum benefit from their contracting and procurement activities/strategies.

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:

- **MANDATORY:** 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 Grants (direct manager) and Procurement and Grants Unit staff
- 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:

Not Applicable

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.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.

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

1. **Procurement/Grants Funding and Tender Management Experience** - Experience in managing the end-to-end procurement process including scheduling and coordinating procurement projects and programs and the ability to conduct market research, develop acquisition plans, tender packages, specifications, and evaluation criteria within legislative guidelines.
2. **Project Management** – Ability to design and apply planning/organisational skills to procurement projects, so that choices are both transparent and defensible in retrospect including the ability to anticipate potential problems and to redesign processes and systems to minimise their occurrence.
3. **Policy and Procedures** – Demonstrated good working knowledge of strategy, government procurement and contract management framework, policy and legislation, and tender and contracting operations.
4. **Analyse and Report** - Ability to undertake research and present data in a clear and concise manner to support decision making, interpreting data (including numerical data). Ability to analyse and integrate information from a variety of sources to develop sound recommendations
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, analyse and think creatively to negotiate and implement sound solutions.
6. **Communication Skills** – Proven ability to effectively consult, liaise, negotiate, and manage conflict, with sensitivity and diplomacy at all levels, including the ability to prepare responsive written reports and discussion papers.

Qualifications:**Essential:** Not Applicable**Desirable:** Bachelor's degree in relevant area, or Advanced Diploma of Government (Procurement and Contracting) or relevant industry experience.**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: Tracey McGlenchy, Team Leader, HRBP		Date: 21 / 03 / 2023
Approved by: Elizabeth Chmielewski, Director, Procurement & Grants		Date: 21/3/23