

Role Description



Role title:	Classification:
Manager Procurement and Contracts	MAS3
Division/Business unit:	Reports to:
Finance and Business Services / Procurement and Quality Assurance	Chief Procurement Officer

Role purpose:
<p>The Manager Procurement and Contracts is a role within Procurement and Quality Assurance and is accountable to the Chief Procurement Officer for:</p> <ul style="list-style-type: none"> • Providing leadership and expertise to the procurement and grants unit to deliver high quality procurement, grants and contract management services. • Leading the development and implementation of procurement, grants and contract management systems, processes, relationships and overall strategic procurement and grants plans that will promote the achievement of identified contractual outcomes and protect the operational, legal and financial interests of the Department at all times. • Contributing to continued business improvement activity and innovation, including the streamlining and accessibility of procurement processes.

Key outcomes and accountabilities:
<ol style="list-style-type: none"> 1. Provide leadership and expertise to support and enable a high performing team who deliver efficient and quality procurement, grants and contract management services. 2. Provide expert guidance on procurement, grants and contract management issues, and apply risk management principles to cross-functional projects and groups. 3. Lead the development of supply market strategies and contract management activities related to designated spend categories. 4. Participate in the analysis, review, update and innovation of policy and process documentation to ensure that it meets legislative, regulatory and audit requirements and represents best practice. 5. Contribute to the achievement of the Department's business goals by initiating and managing strategic sourcing of Department-wide contracts as required. 6. Lead and promote awareness of procurement, grants and contract management across the Department and professional development within the Procurement and Grants Unit. 7. Develop and maintain strong working relationships and networks with key internal and external stakeholders including the resolution of customer and supplier disputes. <p><i>Note:</i> 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.</p>

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.
- Intrastate and interstate travel involving overnight absences may be required.

Key Relationships/Interactions:

- Chief Procurement Officer (line manager)
- Procurement and Grants Unit staff
- Staff in all functional areas across the Department
- External stakeholders including DHS suppliers, NFP sector and procurement and contract management staff from other government agencies, including Procurement SA in the Department of Treasury and Finance

Budget/Delegations:

Human Resources Delegation Level 4 / Financial Authorisation Level 4
Procurement and Grants (specific) Authorisation \$550,000

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 and Contract Management Experience** – Experience in managing the end-to-end procurement process including the contract management cycle, and experience in reading and interpreting terms and conditions of contracts and assigning significance to terms which vary from the Department's default position.
2. **Leadership** – Provide effective management and supervision of staff and resolve conflict, contribute to professional development by providing support and coaching, lead by example and provide expert advice on a wide range of procurement, grants and contract management matters.
3. **Accountability and Decision Making** – Take responsibility for and demonstrate justifiable reasons for actions and decisions. Make decisions within area of responsibility, evaluating all available information and acting in line with organisational policy and values.
4. **Project Management** – Utilise experience in complex project management and research including consultation, negotiation and development activities with a wide cross section of stakeholders.

5. **Policy and Procedures** – Demonstrated good working knowledge of strategy, government procurement and contract management framework, policy and legislation and tender and contracting operations.
6. **Relationships and Partnerships** - Develop and maintain productive working relationships with all levels of Government, agencies and suppliers. Develop and lead partnering initiatives and involve suppliers and stakeholders in local initiatives.
7. **Communication Skills** – Demonstrated experience in presenting complex issues and findings in both verbal and written mediums such as high-quality reports and briefings. Ability to provide conceptual and strategic advice to senior leaders and convey technical concepts to a diverse audience.

Qualifications:

Essential: Not applicable

Desirable: Bachelor’s degree in law, Commerce, Business Management or similar or relevant professional-level Procurement qualification e.g. Member of the Chartered Institute of Procurement and Supply full membership.

Key leadership competencies and expected behaviours at this classification:**Promotes strategic thinking and change**

- Creates a shared vision and mission for the BU.
- Inspires and influences others to assume ownership BU goals.
- Leads teams in aligning their priorities within a broader organisational and political context.
- Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- Identifies and analyses difficult and complex problems that have organisation-wide impact.

Achieves objectives

- Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- Interprets and abides by the laws, regulations and policies determining BU activities.
- Takes accountability for team/BU success and manages others to achieve outcomes.
- Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- Integrates technical expertise into the BU to achieve its objectives.

Leads business excellence

- Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- Drives outstanding customer service by enabling team members to anticipate client needs.
- Empowers others to use resources effectively.



Builds genuine partnerships

- Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- Models inclusive behaviour and tailors communication style to meet the audience's needs.

Models personal drive and professionalism

- Maintains the highest level of integrity to embed ethical practice and organisation’s values into the culture.
- Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.
- Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- Establishes expectations and models best practice wellbeing and safety behaviours.

Approval:

Assessed by: Lazaras Panayiotou, Assistant Human Resources Business Partner		Date: 06/12/2024
Approved by: Elizabeth Chmielewski, Chief Procurement Officer, Procurement and Quality Assurance		Date: 06/12/2024