



Role Description

Role title:	Classification:
Senior Procurement and Grants Adviser	ASO6
Division/Business unit:	Reports to:
Finance, Digital and Customer Support / Procurement and Quality Assurance	Manager, Procurement and Contracts

Role purpose:
<p>The Senior Procurement and Grants Adviser is a role within Finance, Digital and Customer Support and is accountable to the Manager, Procurement and Contracts for:</p> <ul style="list-style-type: none"> • Providing Leadership, guidance and high quality advisory support to the Procurement and Grants Team and stakeholders, delivering expert consultancy across procurement, contracting and grant management. • Partnering with business units to maximise value from procurement and contracting strategies, contributing to design and delivery of effective procurement programs, projects and policies that support organisational objectives. • Safeguarding DHS's operational, legal and financial interests by leading strong procurement governance and ensuring contractual outcomes are achieved through effective strategy development, implementation and evaluation of procurement strategies.

Key outcomes and accountabilities:
<ol style="list-style-type: none"> 1. Provide clear, accurate and timely procurement advice to Business Units, suppliers and other stakeholders on procurement and grants management policies and procedures. 2. Lead procurement and grant funding activities across a range of risk and value levels by assessing requirements and preparing tender, contract and evaluation documentation in alignment with Government and DHS policies. 3. Develop and implement effective negotiation strategies with external stakeholders, including suppliers, to achieve agreed procurement objectives. 4. Conduct market research and analysis to assess industry conditions, trends, opportunities and competitive dynamics, enabling maximum commercial leverage and positive social outcomes. 5. Identify procurement related risks and apply sound risk management principles to funding strategies, including those involving the not for profit sector. 6. Apply high level project management skills to ensure projects are completed on time and within budget. 7. Establish and maintain strong relationships with key stakeholders, including DHS staff, not for profit organisations and suppliers, to support effective and efficient procurement and grants processes. <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:

- 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

Budget/Delegations:

No budget or delegations

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/Grants Funding and Tender Management Experience** - Experience in managing the end to end procurement and grant processes from spend analysis and needs definition, to setting clear procurement objectives, and developing effective strategies to maximise value, manage risk and deliver outcomes aligned with DHS priorities and governance requirements.
2. **Project Management** - Demonstrated ability to plan, organise and manage procurement projects across all levels of risk and value, ensuring decisions are transparent and defensible, while proactively identifying potential issues and refining processes and systems to prevent recurrence.
3. **Policy and Procedures** - Demonstrated sound knowledge of government procurement and contract management frameworks, policy, legislation, and tender operations to ensure consistent compliance and governance across all procurement and grants activities.
4. **Analyse and Report** - Demonstrated ability to conduct detailed research and accurately interpret both numerical and qualitative data, in analysing and integrating information from a variety of sources to develop and deliver sound recommendations.

5. **Communication Skills** - Demonstrated 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.
6. **Initiative and Problem Solving** - Demonstrated ability to take proactive and timely action to resolve issues, exercise sound judgement independently, and go beyond standard requirements to achieve outcomes. Skilled in analysing situations, thinking creatively and negotiating practical effective solutions.

Qualifications:

Desirable: Bachelor Degree's degree in Law, Commerce, Business Management or a related discipline; or an 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: Anthony Halkias, HR Business Partner	<i>A. Halkias</i>	Date: 24/03/2026
Approved by: Elizabeth Chmielewski, Chief Procurement Officer	<i>E. Chmielewski</i>	Date: 24/03/2026