



Role Description

Role title:	Classification:
Principal Procurement and Grants Adviser	AS07
Division/Business unit:	Reports to:
Finance, Digital and Customer Support / Procurement and Quality Assurance	Manager, Procurement and Contracts

Role purpose:

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

- Leading and managing procurement and grants processes from acquisition planning and market engagement to evaluation, contract execution and ongoing management, while providing high-level advice and guidance that influences service-wide operations.
- Providing professional advice, education and consultancy services to senior management and staff across the Department in relation to complex, major procurement, grants and contracting matters, projects and issues.
- Driving reform initiatives and leading the development of innovative procurement and grants policies, systems and processes that enhance operational efficiency and service delivery across the Department.

Key outcomes and accountabilities:

1. Contribute to the Department's strategic objectives by leading the design, planning and delivery of major contracts, procurement and grant related programs and initiatives.
2. Conduct research and provide advice on complex, sensitive and strategic contracting and procurement issues and policies.
3. Provide advice on alternative procurement and grants approaches, while supporting business areas to align contracts and tenders with the department's social procurement action plan and strategic objectives.
4. Apply commercial insight, market analysis and strategic planning to drive improved procurement outcomes for the Department.
5. Review and interpret contractual terms, identifying and assessing deviations from the Department's standard provisions.
6. Apply high-level project management skills to ensure identified projects are delivered within agreed timeframe and budget.
7. Develop and implement stakeholder communication strategies to foster collaboration, enhance understanding, support compliance and drive successful joint project outcomes.
8. Provide leadership and support to all team members within the Procurement and Grants business unit.

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)
- Chief Procurement Officer
- Procurement and Grants business unit staff
- DHS Executives and senior management
- Project managers and internal stakeholders across the Department
- External stakeholders and other Government Agencies

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/Grants Funding and Tender Management Experience** - Experience managing end-to-end procurement and grant processes across diverse and complex categories, including engagements with the not-for-profit sector, limited competition environments, and multiple concurrent projects.
2. **Initiation and Planning** - Demonstrated ability to work autonomously, applying strong interpersonal and organisational skills to plan, prioritise and manage activities under broad direction, while meeting objectives and deadlines under competing demands.
3. **Policy Application and Interpretation** - Demonstrated ability to lead the interpretation and application of policies and procedures, supported by a comprehensive understanding of contract law principles, fair trading, freedom of information, and other relevant legislation governing commercial contracting.
4. **Leadership** - Demonstrated ability to lead and inspire teams by fostering a culture of collaboration, accountability, and continuous improvement, while providing strategic direction and support to deliver high impact procurement and grants outcomes.

5. **Relationship Management** - Demonstrated ability to 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. **Analysis and Reporting** - Demonstrated ability to conduct detailed and complex research, identify and analyse critical issues, exercise sound judgement and develop proactive solutions while taking ownership of decisions.

Qualifications:

Desirable: Bachelor's degree in law, Commerce, Business Management or a related discipline; or an Advanced Diploma of Government (Procurement and Contracting); or minimum of three years relevant industry experience.

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: Anthony Halkias, HR Business Partner	<i>A. Halkias</i>	Date: 21/11/2025
Approved by: Elizabeth Chmielewski, Chief Procurement Officer	<i>E. Chmielewski</i>	Date: 21/11/2025