




JOB AND PERSON SPECIFICATION

Title of Position :	Senior Advisor Procurement & Contract Management	CORRECTIONAL SERVICES
Classification :	ASO6	Position No: P38793 & P60722
Location :	Strategic Procurement & Contract Management	Division : Corporate Services
Reports To :	Manager, Strategic Procurement and Contract Management	

JOB AND PERSON SPECIFICATION APPROVAL


 23 / 4 / 2026
 Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Senior Advisor Procurement and Contract Management reports to the Manager Strategic Procurement and Contract Management and is responsible for the provision of effective procurement and contract management services for the Department of Correctional Services (DCS).

The Senior Advisor Procurement and Contract Management is a key member of the Strategic Procurement and Contract Management team, developing and implementing a range of strategies and best practice procurement and contract management policies to ensure the achievement of identified contractual outcomes.

The Senior Advisor Procurement and Contract Management will also be required to provide expert advice and information regarding procurement procedures and State Procurement policies to stakeholders within the DCS and other government agencies.

KEY STAKEHOLDER INTERACTION

The Senior Advisor Procurement and Contract Management:

- Reports to the Manager Strategic Procurement and Contract Management and is required to operate under limited direction.
- Is required to have extensive liaison with a range of staff and stakeholders, internal and external to DCS, including suppliers, staff and senior managers.
- Provides expert advice and expertise relating to procurement and contract management principles and practices.
- Will be required to provide support to and work with all members of the Strategic Procurement and Contract Management Team.

BRANCH PROFILE

The Corporate Services Directorate is responsible for the Learning Academy, Information Technology Services, Strategic Procurement & Contract Management, Finance, Infrastructure & Safety Systems, Rosters and Workforce Management Portfolios. The Directorate supports the Department in achieving its strategic objectives, targets and key reform agenda including:

- building workforce capability and productivity
- managing risk and compliance
- asset management, infrastructure projects and major capital works
- strategic contracts and procurement management

- information management and technology
- development and delivery of accredited and non-accredited training and development programs
- ensuring effective and equitable employee management and relations
- corporate financial management, and
- health and wellbeing.

The Directorate also has a direct stakeholder relationship with Shared Services SA to ensure the agency's Business Systems, Payroll, and Accounts Payable/Receivable functions are delivered in accordance with the service level agreement.

The Strategic Procurement and Contract Management Branch supports the Department's procurement and contract management processes through the provision of a range of services that support the efficient procurement of goods and services ensuring consistency between departmental procurement and contract management practices and whole of government policies so as to optimise value for money, satisfy probity requirements and manage risk outcomes. The branch also manages a range of strategic contracts to ensure effective achievement of commercial and operational outcomes.

SPECIAL CONDITIONS

- Section 47 of the *Public Sector Act 2009* applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Responsibility for the efficient and effective provision of procurement services and management of a range of strategic agency contracts by:

- Ensuring that procurement and contract management outcomes meet commercial, financial and legal requirements of DCS.
- Ensuring that all procurement activity is conducted in accordance with relevant policies and guidelines.
- Ensuring effective management of the Department's contracts in accordance with relevant policies and guidelines.
- Establishing and maintaining effective working relationships with key stakeholders and suppliers.
- Maintaining a strategic contract compliance framework as part of the contract administration process to enable effective accountability.
- Establishing and maintaining contract monitoring mechanisms that enable specific areas of focus to be examined periodically.

- Developing documentation for and undertaking low, medium and high-risk procurement projects.
- Developing and implementing budget monitoring, analysis and financial reporting processes for ongoing strategic contracting arrangements.
- Developing and maintaining contract management information and documentation for the regular review of Supplier performance including:
 - Regular performance reports (including dashboard reports)
 - Performance analysis reports
 - Contract documentation
 - Contract management committee agenda, minutes and reports,
 - Compliance audit reports and
 - Correspondence.
- Providing expert technical advice related to strategic procurement and contract management processes.
- Undertake the procurement of ICT systems and emerging technologies, including their possible integration into existing DCS environments and alignment with organisational requirements.
- Effectively maintain the processing of invoices with the use of the South Australian Government's eProcurement system.

- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: N/A

Desirable: Tertiary qualification in business, commerce, procurement or related disciplines.

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to schedule and coordinate low, medium and high-risk procurement projects including the ability to develop acquisition plans, specifications, market documents and evaluation criteria.
- Excellent written communication skills with respect to reporting writing and analysis which reflects fluence, accuracy and ability to formulate logical conclusions and recommendations.
- Demonstrated ability to use a suite of software programs to produce high quality documents, spreadsheets, Power Point presentations, flowcharts and diagrams.
- Demonstrated ability to develop and maintain effective working relationships with peers, senior management and key stakeholders from external organisations.
- Demonstrated high level problem solving, analytical and decision-making skills with an ability to think creatively to resolve complex and sensitive issues.
- Demonstrated ability to work under limited direction only, dealing with competing demands.
- Experience in the development of systems for monitoring contracts and reporting performance.
- Sound knowledge of the commercial and legal aspects of contracts including an understanding of basic contract law.
- Demonstrated knowledge of government procurement framework, policy and legislation, and tender and contracting procedures.

Desirable Criteria

- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.
- Experience in the procurement of Information Technology products and services.