



ROLE DESCRIPTION

ROLE TITLE: Senior Procurement Officer

AGENCY: South Australian Motor Sport Board

CLASSIFICATION: ASO6

BUSINESS UNIT: Finance

ROLE NUMBER: P67180

REPORTS TO:

Head of Finance

ROLES REPORTING TO THIS ROLE:

Nil

BUDGET:

Nil

ROLE PURPOSE:

The Senior Procurement Officer is responsible for the end-to-end delivery of complex procurement and contract management activities to support the South Australian Motor Sport Board (SAMSB) event program.

The role provides expert procurement advice, leads procurement processes, and manages contracts across a range of high-value and high-risk procurements, ensuring compliance with government frameworks and achievement of value for money outcomes.

Working with a high degree of autonomy, the role partners with internal stakeholders and suppliers to deliver timely, compliant and commercially sound procurement outcomes, while contributing to continuous improvement across procurement systems, processes and practices.

KEY OUTCOMES OF ROLE:

1. Lead and coordinate end-to-end procurement processes for complex and high-value procurements, including planning, sourcing, evaluation and contract establishment, ensuring delivery within required timeframes and procurement frameworks.
2. Develop high-quality procurement documentation, including acquisition plans, tender specifications, evaluation plans, probity documentation, and contract documentation, ensuring accuracy, completeness and compliance with across-government requirements.
3. Manage allocated contracts, including monitoring supplier performance, managing variations, resolving issues and supporting contract lifecycle activities to ensure delivery against contractual obligations.
4. Provide trusted procurement advice and guidance to internal stakeholders on procurement approaches, risk management, contract management and compliance requirements, enabling informed and effective decision-making
5. Ensure all procurement activities are conducted in accordance with relevant legislation, State Procurement Board policies and agency requirements, maintaining probity, transparency and audit readiness
6. Establish and maintain effective working relationships with internal clients, suppliers and external stakeholders to support efficient procurement processes and positive commercial outcomes.
7. Identify and implement improvements to procurement processes, systems and practices, contributing to the ongoing maturity and effectiveness of procurement and contract management within SAMSB
8. Maintain accurate, complete and compliant procurement records in accordance with the State Records Act 1997 and agency policies, and contribute to procurement reporting and audit activities as required.

KEY RELATIONSHIPS / INTERACTIONS:

- Head of Finance/Principal Procurement Officer
- Works closely with internal staff involved in procurement processes within the agency
- Liaises with the Departmental Accredited Purchasing Unit and the State Procurement Board
- Liaises with and maintains effective working relationships with other government departments and external stakeholders.

**SPECIAL CONDITIONS:**

- Applicants will be required to work extended hours leading into and during major events.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
 - Nationally Coordinated Criminal History Check (NCCHC) (Required for all roles)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- Demonstrated knowledge and experience in end-to-end procurement and contract management within a government or regulated environment, including application of relevant legislation, audit requirements and State Procurement Board policies
- Proven experience delivering complex procurement processes across all stages, including planning, sourcing, evaluation and contract establishment, ensuring timely and compliant outcomes.
- Highly developed written and verbal communication skills, including the ability to prepare clear, accurate and fit-for-purpose procurement documentation, reports and correspondence for a range of audiences.
- Proven ability to provide procurement advice and work collaboratively with internal stakeholders and suppliers, building effective relationships to support the delivery of procurement outcomes.
- Demonstrated ability to plan and undertake negotiations with suppliers to achieve commercially sound and value-for-money outcomes.
- Experience managing contracts, including monitoring performance, resolving issues and managing variations, with the ability to identify risks and implement practical solutions.
- Demonstrated ability to identify opportunities to improve procurement processes and practices and contribute to the implementation of improvements that enhance efficiency and compliance.
- Sound understanding of financial and data management principles, with the ability to interpret information to support procurement decisions and contract management activities.
- Experience and enthusiasm for motor sport environments and/or major events is highly desirable.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Trust ▪ Service ▪ Professionalism ▪ Respect | <ul style="list-style-type: none"> ▪ Collaboration and Engagement ▪ Honesty and Integrity ▪ Courage and Tenacity ▪ Sustainability |
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CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

**CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION****Supports and Implements the Strategic Direction**

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure. Manages procurement and contract procedures and identifies the appropriate use of resources.

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained