

Chief Procurement Officer

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential*

CLASSIFICATION:

SAES1

REPORTS TO:

Chief Financial Officer

ROLES REPORTING TO THIS ROLE:

Various

DIRECTORATE:

Directorate

FTE:

1.0

ROLE PURPOSE:

The Chief Procurement Officer is accountable for leading the strategic direction and management of sector wide procurement. The role will develop and implement effective and value-added procurement planning and sourcing in keeping with the department's strategic priorities and in compliance with legislation and industry's best practice. This includes ensuring appropriate financial and commercially astute advice on sector-wide areas of accountability.

KEY ACCOUNTABILITIES:

1. Lead the strategic direction and delivery of efficient and effective services in all areas of responsibility including procurement and commissioning.
2. Develop, implement and maintain a procurement strategy, supported by tactical and innovative procurement programs and contract management practices to deliver enhanced benefits and value to the department's clients, stakeholders, and NGO partners
3. Lead and oversee procurement risk and gap analysis, providing strategic advice to the Chief Financial Officer and Senior Leadership Committee.
4. Develop and implement organisational procurement policies and processes to ensure a standardised approach and to drive improvements and efficiencies in procurement activities.
5. Provide strategic leadership, management, and contract negotiations to achieve outcomes that support DCP deliverables.
6. Provide high level strategic leadership and advice to enable improved services and ensure the delivery of consistently high standard of contracting and procurement reform and governance across the Department.
7. Oversee opportunities that can be leveraged within a strategic and policy context, which influences the effective management of high-level decision-making processes and informs whole of government procurement strategies and policy.
8. Embed the proactive and strategic engagement with customers to understand DCP's business, minimise procurement compliance issues and internal control deficiencies, and facilitate the development of innovative solutions, plans and changes to practices, systems, and processes.
9. Provide strategic leadership to the resolution of complex issues, support innovative solutions that are consistent with DCP and state strategic objectives and national and International developments in procurement.
10. Lead the research and analysis of market trends and best practices to ensure sourcing and procurement strategies and approaches are current, risks are identified, and governance frameworks are effective, and insight is gained through analysis of cost, benefits and supply markets.
11. Liaise and strengthen connection with ACCOs to build DCP's capabilities to design culturally appropriate programs to support Aboriginal children, young people and families.
12. Oversee the management of identified critical commercial, contractual, operational, financial, reputational, ethical and supply chain risks to minimise negative impacts on organisation objectives while encouraging opportunity and innovation, this includes the development of business cases and cabinet submissions.
13. Foster and maintain collaborative and effective working relationships and networks with stakeholders and key business partners across the department and government.
14. Manage the effective acquisition and utilisation of human, financial and physical resources, determine workgroup outcomes and ensure polices, systems and processes are in place to plan, develop and monitor team performance in the achievement of required outcomes.
15. Embed sustainability, social procurement, and ethical sourcing into procurement strategies, supporting the State Governments environmental and social objectives.
16. Actively promote and ensure the maintenance of a professional, safe, and equitable work environment by adhering to all legislative and policy requirements and implement work practices consistent with applicable government guidelines and legislations, including the Public Sector Act 2009, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 and the State Records Act 1997.



KEY RELATIONSHIPS / INTERACTIONS:**Internal**

- Chief Executive
- Deputy Chief Executive
- Chief Financial Officer – direct line manager
- Director, Service Contracts and Commissioning
- Executive Director, Out of Home Care
- DCP Executives

External

- Minister for Child Protection
- Other State and Commonwealth authorities
- Senior officers across other government agencies
- Other Government and Non-Government agencies

QUALIFICATIONS:

Essential: An appropriate tertiary qualification in economics, business, commerce, contract law or related discipline. MCIPS, CPA, CA or equivalent professional qualification.

ESSENTIAL TECHNICAL KNOWLEDGE / EXPERTISE:

- High order management and leadership skills including the ability to provide broad direction to multi-disciplinary teams working on projects requiring high quality results within defined timeframes.
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner
- Demonstrated success in major policy formation, business reform and change management programs in a large organisation.
- A sound knowledge of procurement excellence and the ability to demonstrate the benefits of procurement and contracting to broader department, knowledge of relevant government procurement framework, legislation, policies, procedures, and systems including the Treasurer's Instructions.
- Experience in providing strategic advice and influence decision-making and strategic direction in procurement and contract management.
- Extensive experience in leading a successful procurement and contracting function delivering best practice procurement solutions across the organisation.
- Demonstrated high level experience in financial management and budgeting in a large, complex organisation, and successfully influencing best practice.
- Demonstrated high level experience in contract negotiations and reform.
- Proven ability to establish strong partnerships with Aboriginal Communities and engage effectively with Aboriginal Community Controlled Organisations to foster collaboration and mutual understanding.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.
- Highly developed interpersonal and negotiation skills and demonstrated success in achieving changes through collaboration and exercising influencing skills with various stakeholders.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.



| SAES SELECTION CRITERIA: CORE COMPETENCIES | PUBLIC SECTOR VALUES | |
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| <p>The claims of each applicant will be assessed against the five criteria below. Applicants are not required to address each, and every competency element outlined under the key headings. Applicants should frame their application in the context of the requirements of the position and its key outcomes.</p> <hr/> <p>Shapes Strategic Thinking and Change Anticipates and plans for future events, trends, problems and opportunities and exercise sound judgement. Develop creative solutions, stimulating new ways of thinking and solving problems. Key elements of the competency:</p> <ul style="list-style-type: none"> • Creates vision • Inspires • Thinks and acts strategically • Leads and influences change • Solves problems | <ul style="list-style-type: none"> ✓ Service: <i>We proudly serve the community and Government of South Australia</i> ✓ Professionalism: <i>We strive for excellence</i> ✓ Trust: <i>We have confidence in the ability of others</i> ✓ Respect: <i>We value every individual</i> | <ul style="list-style-type: none"> ✓ Collaboration & Engagement: <i>We create solutions together</i> ✓ Honesty & Integrity: <i>We act truthfully, consistently and fairly</i> ✓ Courage & Tenacity: <i>We never give up</i> ✓ Sustainability: <i>We work to get the best results for the current and future generations of South Australians</i> |
| <p>Achieves Results Makes timely, quality decisions taking a broad range of factors into consideration. Evaluates reasonable risk-taking opportunities. Sets broad organisational goals and priorities in order to drive results consistent with government direction and public expectations. Key elements of the competency:</p> <ul style="list-style-type: none"> • Achieves and delivers results • Drives organisational effectiveness • Exercises sound judgement • Manages compliance with legislation • Evaluates • Applies technical expertise • Assumes accountability <p>Drives Business Excellence Builds an effective, sustainable, and high performing organisation through leadership. Engages and aligns human, financial and information resources to achieve strategic targets. Plans for future organisational needs to minimise risk and maximise opportunity. Leads organisational change that maximises results. Key elements of the competency:</p> <ul style="list-style-type: none"> • Influences organisational performance • Leads and develops people • Predicts and plans for future organisational needs • Builds capability and expertise • Promotes a customer service ethos • Directs resources <p>Forges Relationships and Engages Others Builds effective working relationships, networks, and partnerships with internal and external bodies at all levels. Creates a commitment to customer service excellence. Actively listens to what others have to say and responds in a clear, concise, and diplomatic manner. Adapts communication style as appropriate. Key elements of the competency:</p> <ul style="list-style-type: none"> • Develops and uses political savvy • Promotes information sharing and the gathering of knowledge • Negotiates and influences • Establishes and maintains strategic networks • Manages conflict • Communicates clearly and adapts to audience | <p style="text-align: center;">CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures, and practice guidance. • Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017, and whole of government and DCP policies, procedures, and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice. • Actively participate in performance development processes. • Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures, and practice guidance. • Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure. • Actively contribute to Reconciliation, and to the aims and objectives of the wider Aboriginal & Torres Strait Islander Child Placement Principle. • Demonstrate a commitment to preventing gendered violence against women consistent with DCP’s status as a White Ribbon Accredited Workplace. • Actively support DCP’s commitment to ensuring a workplace culture that is respectful, safe, and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences. • Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the Public Sector Act 2009 and Work Health and Safety Act 2012. | |



Exemplifies Personal Drive and Professionalism

Models ethical practice and embeds the values of the public sector into the culture of the organisation. Acts with integrity while promoting consistency among principles, values, and behaviours. Sets challenging personal and organisational performance standards and pursues them with passion and energy.

Key elements of the competency:

- Models the South Australian executive service values
- Engages with risk and shows personal courage
- Displays flexibility and resilience
- Demonstrates self-awareness and a commitment to personal development
- Promotes and integrates diversity into the workplace
- Values wellbeing for self and others

SPECIAL CONDITIONS

- Negotiated contract appointment for up to 3 years.
- Out of hours work, including on call, is required.
- Inter and Intra-state travel may be required.
- Required to achieve performance targets that are negotiated and mutually agreed with the Chief Financial Officer and in turn establish and monitor performance targets with those reporting to the position.
- Appointment subject to a satisfactory Department of Human Services (DHS) Working with Children Check prior to being employed, which is required to be renewed every five years before expiry.
- The incumbent will be required to undertake mandatory training as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).

YOU WILL CONTRIBUTE TO:



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT

