



SA FIRE AND EMERGENCY SERVICES COMMISSION
Role Description

JOB TITLE: Principal Procurement Advisor CLASS: AS07 ROLE NO.: M51926 DATE: June 2026	ORGANISATION: South Australian Fire and Emergency Services Commission SECTION: Procurement TEAM: Procurement
This Role Reports to: <ul style="list-style-type: none"> Director, Procurement 	Reporting to this Role: <ul style="list-style-type: none"> Nil.
<p>Primary Purpose of Role</p> <p>The Principal Procurement Advisor is responsible for leading and delivering end-to-end complex procurement processes and providing specialist advisory services across the emergency services sector (ESS), including the South Australian Country Fire Service (CFS), Metropolitan Fire Service (MFS), State Emergency Service (SES), and SAFECOM. The role ensures high-quality, compliant, and value-driven procurement outcomes by managing complex procurement activities across their full lifecycle, resolving risks and challenges, and working collaboratively with agencies to achieve coordinated, sector-wide outcomes.</p> <p>The role will:</p> <ul style="list-style-type: none"> Manage and deliver end-to-end complex, strategic, and multi-agency procurements, including planning, sourcing, evaluation, negotiation, contract award, and transition to ongoing contract management and governance, ensuring value-for-money outcomes and effective risk management. Provide specialist advice and leadership for low risk and low value procurements across the ESS, supporting consistent, efficient, and compliant procurement practices. Ensure all procurement and contract management activities comply with relevant legislation, policies, and audit requirements, including Treasurer’s Instruction 18 and Procurement Service SA frameworks. Drive the development and continuous improvement of procurement and contract management frameworks, policies, and tools, enabling consistent and effective lifecycle management across the sector. Identify, assess, and resolve complex procurement and contract risks and issues across the full lifecycle, including those arising from multi-agency and strategic contracts. Build and maintain strong, collaborative relationships with stakeholders across agencies, suppliers, and industry to support coordinated, sector-wide procurement and contract outcomes. Contribute to forward procurement planning and strategic sourcing initiatives, identifying opportunities for aggregation, efficiencies, and sector-wide solutions. Fulfil mandatory reporting, review, and assurance obligations relating to procurement and contract management activities, ensuring transparency, accountability, and continuous improvement. 	
<p>Outcomes</p> <ul style="list-style-type: none"> Development and implementation of transparent, compliant, and best practice end-to-end procurement strategies and processes that ensure the timely delivery, effective transition, and ongoing management of complex contracts, achieving optimal value-for-money outcomes. Establishment and maintenance of strong, collaborative relationships with internal and external stakeholders, suppliers, and industry partners to enhance service delivery, manage risk, and support consistent, high-quality procurement outcomes across the emergency services sector. Delivery of clear, effective, and strategic communication and engagement with Procurement Service SA, internal customers, government suppliers, 	

industry groups, and other stakeholders, including representing and promoting the emergency services sector in industry, government, inter-jurisdictional, and client forums.

- Development and implementation of strategic and operational procurement and contract management planning frameworks for SAFECOM that align with sector priorities, support informed decision-making, and enable coordinated, cross-agency procurement outcomes.
- Increased capability, consistency, and maturity in procurement and contract management practices across the emergency services sector through the delivery of training, guidance, and continuous improvement initiatives.

<p>Resource Management</p> <ul style="list-style-type: none"> Financial Authority: \$50,000 Procurement Authority: \$220,000 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <ul style="list-style-type: none"> Proven expert knowledge and extensive experience in delivering hands-on, end-to-end complex procurement and contract management, from scoping and planning through to sourcing, evaluation, negotiation, transition, and contract management, in accordance with government legislation, audit requirements, and Procurement Service SA policies and frameworks. Demonstrated ability to critically assess, design, and implement improvements to procurement strategies, policies, systems, and procedures, including leading change initiatives and delivering targeted training programs that drive efficiency, consistency, and best practice outcomes. Highly developed ability to work collaboratively across multiple agencies and stakeholder groups, building strong and effective relationships to address complex procurement challenges, manage risks, and achieve integrated, sector-wide outcomes. Proven high-level communication skills (written and verbal), including the ability to tailor advice and documentation to diverse audiences, along with well-developed interpersonal, influencing, and conflict resolution capabilities. Demonstrated ability to lead and manage complex negotiations with senior stakeholders and suppliers, achieving commercially sound, value-for-money outcomes while effectively managing risk and maintaining strong professional relationships.
<p>Desirable Attributes</p> <ul style="list-style-type: none"> Relevant qualifications in Procurement (CIPSA), Project Management, related discipline or equivalent experience. Awareness of the responsibilities and future strategic priorities of the emergency services sector. 	<p>Essential Qualifications</p> <ul style="list-style-type: none"> Nil.
<p>Key Relationships/Interactions</p> <ul style="list-style-type: none"> Day to day reporting relationship to the Director, Procurement, SAFECOM. Relationships with senior executives and other key stakeholders within the emergency service sector. Liaison with fellow emergency services agencies nationally, State Government, specialist advisers, consultants, contractors, Commonwealth and Local Government, industry representatives and the private sector. 	<p>Key Challenges</p> <ul style="list-style-type: none"> Managing competing priorities and high-volume workloads across multiple agencies, balancing urgent operational procurement needs with strategic, end-to-end complex procurement activities while ensuring consistent, high-quality outcomes. Interpreting and aligning procurement activities with organisational objectives, business unit priorities, whole-of-government policies, and public sector values, while navigating complex governance and compliance requirements. Leading and embedding change initiatives within a dynamic and sometimes uncertain environment, ensuring adoption of improved procurement practices, systems, and processes across diverse stakeholders. Continuously identifying and championing innovative approaches to procurement and contract management that enhance value-for-money outcomes, improve

efficiency, and support evolving organisational and sector objectives.

- Anticipating, identifying, and managing emerging risks and problem areas across the end-to-end procurement lifecycle, and applying sound judgement to define, analyse, and resolve highly complex and ambiguous issues in a timely and effective manner.

Employment Conditions

- Employment conditions will be governed by the *Fire and Emergency Services Act 2005 (SA)*, the *Public Sector Act (2009)*, the *South Australian Public Sector Enterprise Agreement: Salaried 2021*, the *S.A. Public Sector Salaried Employees Interim Award* and any other applicable legislation.
- The incumbent will be expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector.
- The incumbent must be prepared to be assigned to another Role at this remuneration level or equivalent.

WHS & EEO

- The incumbent is responsible and accountable for working in an equitable manner and taking reasonable care to protect his/her own health, safety and welfare and avoiding adversely affecting the health and safety of others at work by complying with WHS and EEO policies, practices and legislation.
- Demonstrated commitment to the principles and practices of Equal Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of Building Safety Excellence in the Public Sector and the legislative requirements of the Work Health and Safety Act 2012, and utilising AS/NZS ISO 31000 Risk management, or to an equivalent set of standards.

Customer Service

- The incumbent will provide the highest standards of customer service to clients at all levels by modelling service excellence that meets the needs of customers and enhances the corporate profile of the organisation.

Special Conditions

- Some inter/intrastate travel, necessitating overnight stays may be required.
- Some out of hours work may be required.
- The incumbent may be assigned to another position at this remuneration or equivalent.
- The role will require a National Criminal History Check.
- Appointment is subject to evidence being provided that your COVID-19 vaccination status is up-to-date as recommended by the ATAGI or have an approved medical exemption endorsed by the Chief Public Health Officer (or delegate).

ADDENDUM:

The South Australian Fire and Emergency Services Commission provides support services to the Emergency Service Organisations (“ESOs”) to ensure that the Government’s community safety outcomes for emergency prevention and management are met.

VISION, MISSION AND VALUES

Our Vision

A trusted fire and emergency service sector building safer and more resilient communities.

Our Mission

Delivering first class, cost effective emergency management services for South Australia to minimise loss of life and property damage

Our Values

We achieve outcomes through our people

We do what we do because we believe in our communities

Our achievements are the result of working together

We will be judged by what we do rather than what we say

Signature: **Date:**/...../.....
Delegate