



Role Statement

Role title	Senior Procurement Officer	Classification	ASO6
Branch	Super SA	Type of Appointment	Ongoing
Section	Financial Services	Position Number	P28083
Approved by	Chief Executive, Super SA	Date	September 2025

Department of Treasury and Finance

The Department of Treasury and Finance (DTF) is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

The Senior Procurement Officer is accountable to the Manager, Procurement & Contracts for the provision of timely, value for money procurement and contract management services to Super SA. The role will focus on the preparation of procurement documentation, including tender documentation, standard agreements, conducting evaluations and risk assessments. This role will also ensure all required procurement and reporting disclosures are appropriately documented and maintained in accordance with Treasures Instruction 18 and SA Government Procurement Framework to ensure effective procurement controls are in place.

What this role is responsible for

- Providing procurement support services to the Manager, Procurement and Contracts and operational units across Super SA.
- Manage key procurement activities including undertaking and overseeing , the procurement processes from end -to-end.
- Liaising with CSO, SAICORP and DTF to negotiate timely resolution of issues arising
- Maintaining the agency Contract Register (monthly) to monitor key indicators (eg actual expenditure v approved contract value, contract expiry, extensions and variations).
- Preparing a range of documentation that leads to the formalisation of contracts associated with the procurement of goods, works and services across Super SA, including acquisition plans, tender documents, purchase recommendations and contract documentation.
- Providing leadership in the efficient procurement of goods and services across Super SA, which ensures consistency between DTF procurement practices and whole of government policies and guidelines per Treasurers Instruction 18
- Providing expert and consistent procurement advice and make recommendations on matters relevant to the consideration of procurement proposals and contracting solutions.
- Identifying and implementing opportunities to streamline delegations and Procurement approvals and reporting processes.
- Reviewing and endorsing procurement and contract management documentation to ensure compliance with both statutory and DTF requirements.
- Establishing and maintaining positive business relationships with internal and external customers.
- Develops and communicates subject-matter expertise with respect to better practices in market approaches, tendering and contracts, purchasing options and strategies
- Develop, review, evaluate and continuously improve policies, procedures, guidelines and systems relating to the procurement function to ensure compliance with legislative and audit requirements.
- Contributing to improving accountability, increased value for money, the promotion of integrity and probity, and client focused service in the procurement function.
- Manage forward procurement planning within Super SA.
- Provide procurement training to Contract Managers and staff where required.
- Maintaining the contracts register for all procurement and contracting activity throughout Super SA (monthly).
- Contribute to the effective operational and organisational management of Procurement and Contract Management Services.

Who this role reports to

- Manager, Procurement & Contracts
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Key Relationships/Stakeholders

- Directors, /Managers involved in procuring goods and services for Super SA
 - Contract management owners
 - Works closely with the Manger Procurement & Contracts and is expected to be able to work with autonomy and limited supervision.
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Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
 - This role requires:
 - National Police Check
 - General Employment Probity Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
 - Some out of hours work may be required. Intrastate and interstate travel may be required.
 - The incumbent will be required to participate in the Departmental Performance Management Program.
 - The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
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Essential Expertise

- Proven ability to autonomously develop acquisition plans, tender packages, specifications and evaluation plans.
- Sound knowledge of tender evaluation processes, commercial negotiation, contract administration contract management and risk assessment techniques.
- Demonstrated ability using a Procurement & Contract Management System (or equivalent) and data analytics to achieve procurement process or system efficiencies
- Demonstrated experience in procurement and contract management in a government environment
- Review procurement and contract management documentation to ensure compliance with both statutory and DTF Procurement guidelines.
- Experience in providing advice and support on procurement matters.
- Experience in managing and maintaining business systems and central registers that support procurement and contract management processes and reporting, including Procurement Activity and Reporting System (PARS) and Financial Statement Reporting.
- Experience in the application of procurement policies and procedures.
- Experience in managing procurement projects, and providing quality and timely customer focused services
- Experience in the establishment of procurement contracts across all stages including needs identification, planning, preparation of documentation, evaluation, negotiation and contract establishment
- Experience in developing and maintaining effective networks and operational relationships with internal and external clients and stakeholders, and in selecting and applying relevant communication skills to liaise effectively
- Experience in dealing with confidential information and managing disclosure of sensitive information in a commercial context and/or a politically sensitive environment
- Well-developed verbal and written communication skills, and interpersonal skills that enable effective and collaborative working relationships with a broad range of people at all levels.
- Ability to use analysis and investigation techniques to identify solutions.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Relevant tertiary qualifications in a discipline such as Accounting, Economics, Commerce, or another equivalent qualification.
- Experience in compliance with whole of SA Government procurement practices and policies
- Demonstrated experience in procurement and contract management in a government environment