

Position Description

Senior Procurement Officer

Why work with us

Every child and young person's deserve a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Senior Procurement Officer is responsible for supporting the planning and implementation of category management strategies and initiatives for the Corporate & ICT category. This includes conducting category reviews and contributing to planning and forecasting activities. The position develops and manages sourcing projects and provides specialist advice on procurement policy, strategic planning, contract formation, and the effective management of supply risks.

The role delivers high-level advice on procurement and contracting matters to senior management and staff across the Department for Education. It involves active engagement with suppliers and key stakeholders to support the delivery of procurement projects for the department.

The position also contributes to the continuous improvement of procurement practices by supporting the development and application of new techniques and methodologies aligned with departmental policies and procurement frameworks.



Position title	Senior Procurement Officer
Classification	ASO6
Division	Office of the Chief Operating Officer
Directorate	Procurement, Contracting and Transport
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Category Manager, Corporate and ICT
Direct reports	Nil
Role description date	June 2026

What you will do (key outcomes)

1. In collaboration with stakeholders' plan and implement procurement and contract strategies that enhance effective supply chain management for Corporate & ICT.
2. Lead and manage contract renewal and sourcing processes for Corporate & ICT to meet agency requirements, ensuring all procurement activities comply with Treasurer's Instruction 18, the department's Procurement Framework, while ensuring optimal outcomes from the supply market.
3. Provide operational and strategic support to the Corporate & ICT team to enable effective administration and governance of the end-to-end procurement process.
4. Demonstrate and promote customer service excellence to build trust and recognition as a procurement expert. Negotiate and influence stakeholders and suppliers to achieve successful outcomes, resolve data reporting issues, and contribute to improved spend transparency aligned with strategic procurement goals.
5. Utilise high level communication and interpersonal skills to foster productive relationships and networks with key internal and external stakeholders, supporting the achievement of procurement and departmental objectives.
6. Comply with procedures, protocols, and reporting systems related to the procurement process ensuring all data entry and maintenance requirements are accurate and up to date at all times.
7. Monitor and support initiatives aimed at improving procurement service delivery, including risk mitigation, and achieving best value for money outcomes from the supply market.
8. Provide expert advice to stakeholders across the department and externally on procurement policy, strategic planning, contract development, and supply risk management to support effective category management.
9. Assist the Corporate & ICT procurement team, as required, with the development and delivery of sourcing projects and contract renewals, ensuring alignment with Treasurer's Instruction 18 and the department's Procurement Framework.
10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Procurement and Category Management:** Significant experience in leading and managing sourcing projects within a large and complex organisation, including the design and implementation of initiatives that streamline procurement processes, deliver improved value, and proactively mitigate supply risks.
- **Policy and Legislative Knowledge:** Comprehensive knowledge of relevant government procurement framework, legislation, policies, procedures and systems including the Treasurer's Instruction 18 and policies, and the ability to apply these in operational and strategic contexts.
- **Communication:** High level interpersonal, written and verbal communication skills, with a proven ability to negotiate and resolve complex issues, build effective relationships with a broad range of internal and external stakeholders, and provide authoritative advice and reporting that informs decision-making at senior levels.
- **Autonomy:** Proven ability to work independently under broad direction, exercise significant judgment and delegated authority to manage priorities, analyse and resolve complex problems, and contribute to the achievement of organisational goals.
- **Data Management:** Experience in collating, analysing, and presenting procurement and contract data to support strategic insights and executive-level reporting, including identifying trends and informing planning.
- **Resilience and Adaptability:** Demonstrated resilience, initiative, and a customer-focused approach in delivering complex procurement services, including the ability to adapt and respond to challenges with a practical, hands-on mindset.

Desirable:

- **Discipline-specific Knowledge:** Knowledge of South Australian government procurement and contract management practices.

Who you will work with (key relationships)	Qualifications
Direct working relationships: • Category Manager, Corporate and ICT Internal working relationships: • Chief Procurement Officer, Deputy Chief Procurement Officer, Operations Manager, and General Procurement team • Executive and Managers and across the Department for Education • Senior officers from the Department of Treasury and Finance • Senior officers from the Office of the Industry Advocate	Essential: Nil. Desirable: A relevant tertiary qualification. CIPS Diploma in Procurement and Supply or similar.

External working relationships: Suppliers	
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Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Valentina Lopez, People and Culture Advisor		Approved by: David Andrews, Deputy Chief Procurement Officer	
Date: June, 2026		Date: June, 2026	

