SACE BOARD
SOUTH AUSTRALIA

Government of South Australia

Role Description

Role Title: Contracts and Procurement Business Partner **Class:** ASO6	**Group:** People and Performance **Capability:** Advanced
Reports to: Senior Manager, Finance & Governance	**Direct Reports:** Nil

Role Purpose

The Contracts and Procurement Business Partner is accountable to the Manager, Finance and Procurement for the provision of expert advice, the management of contracts, and the delivery of projects, activities, and procurement services across the SACE Board of South Australia.

Key Results Area

1. Actively engage as a member of a high performing team in building and leading a customer focused and positive workplace culture to deliver the SACE Board's strategic plan and priorities.
2. Actively lead agile and innovative practices to drive continuous improvement in agency processes, services and systems to ensure they align with business needs.
3. Apply a holistic approach to embedding change through positive, open and regular dialogue with stakeholders to deliver great service, embrace opportunities and address barriers and achieve the SACE Board's aspirational vision of leading educational change and student transformation.
4. Develop and embed strong strategic working relationships and cross functional collaboration with stakeholders to position the agency as a leader in education enabling students to thrive.
5. Provide leadership and management of the procurement function at the SACE Board to deliver high quality advice, support and information to staff regarding procurement legislation, policies, procedures and practices.
6. Develop and maintain key relationships and networks to facilitate the flow of information across the team and provide an effective and responsive point of communication for other government agencies.
7. Review procurement and contract documentation, the contract register, and all reports in accordance with procurement legislation, policies, procedures practices ensuring all requirements and timelines are achieved.
8. Lead the coordination of key staff to identify procurement specifications, and the subsequent planning, development, establishment, and management of contracts and all supporting documents for goods and services.
9. Manage, monitor, and evaluate contracts to ensure partners and suppliers are meeting the performance levels, service level agreements, reporting requirements and other negotiated conditions.
10. Manage the ongoing contract administration and records management activities to adhere to legislation, policies and procedures and contract budget monitoring and reporting.
11. Develop, review, and evaluate policies, procedures, guidelines and systems relating to procurement and contract management to ensure compliance with legislative and audit requirements.
12. Develop and deliver training on procurement and other related processes to managers and employees. within the group and across the agency.
13. Undertake quality research and analysis on procurement and other related risks and issues and recommend solutions to management and staff.
14. Support the Manager, Finance and Procurement in the delivery of the annual stocktake of SACE Board attractive assets ledger.
15. Support the SACE Board with the review of requests for the permission to use SACE material.

Qualifications

Tertiary qualification in procurement or related field is highly desirable.

Corporate Responsibilities

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Undertake duties in accordance with the SACE Board delegations; and SACE Board and Government policies, procedures and legislative obligations.
- Maintaining a commitment to equal employment opportunity, inclusion and diversity, and work health and safety.

Special Conditions

- Some out-of-hours work.
- The incumbent works under the *SACE Board of South Australia Act 1983*.
- Appointment is subject to a satisfactory clearance in accordance with the SACE Board policy.

Technical Capabilities

Essential

- Demonstrated experience leading procurement projects and programs of low to high risk, including the ability to develop acquisition plans, tender packages, specifications and evaluation criteria within legislative guidelines.
- Demonstrated experience in supplier relationship management and contract management.
- Demonstrated experience negotiating for favourable commercial outcomes.
- Demonstrated ability to build and maintain positive working relationships with key internal and external stakeholders with the ability to communicate clearly both verbally and in writing.
- Demonstrated ability to research, analyse, evaluate and apply information to support procurement operations and corporate direction.
- Demonstrated ability to lead and implement systems and business processes in an environment of continuous improvement.
- Experience with the Procurement Activity Reporting System (PARS) and/or other procurement management software.

Desirable

- Detailed knowledge of Procurement Services SA (PSSA) procurement and contract management policies and guidelines.
- Knowledge of Treasurer's Instructions and legislation relevant to South Australian Public Sector procurement and contract management procedures.
- Experience leading and developing team members to achieve objectives.
- Experience in developing policies and procedures to ensure compliance with legislation and audit requirements.

SACE Board Capability Framework ("The Framework")

The SACE Board Capability Framework spans across five (5) levels:

Foundation (ASO1-2)	Intermediate (ASO3-5)	Advanced (ASO6-7)	Expert (ASO8-SM2)	Architect (Executive)

This role is at an Advanced level within the Framework. Candidates should refer to Attachment One (1) regarding capabilities and behavioural indicators required for this level.