

# Senior Procurement Officer

## DHA Procurement

### Position details

<b>Classification</b>	DHA6
<b>Business area</b>	DHA Procurement, Finance and Corporate Support, CFO Group
<b>Supervisor</b>	Assistant Director Procurement
<b>Location</b>	Canberra – Gungahlin (Head Office)
<b>Position status</b>	Full Time, standard hours
<b>Security clearance</b>	Baseline

### OUR ORGANISATION

Do you want a role supporting our defence personnel? Defence Housing Australia is a Government Business Enterprise providing housing and related services to Australia's defence personnel and their families. Our housing portfolio at approximately 17,000 properties is one of Australia's largest, and our properties are located in all states and territories.

We take pride in serving those who protect Australia and our way of life. We are a motivated and professional organisation, welcoming people from diverse backgrounds with both private and public sector experience. We strive to continually look for innovative ways to improve and deliver services to best meet the needs of our customers. We are committed to creating vibrant and healthy workplaces and encourage you to embrace our purpose and join our team. Together we are building an inclusive culture that encourages and supports equal opportunity and celebrates the diverse voices of our employees and the communities we operate in.

### ABOUT YOUR TEAM

The Chief Financial Officer's Group is responsible for the delivery of fiscal management services across the organisation. The DHA Procurement Team is responsible for supporting DHA in achieving its objectives through sound procurement advice and support via a tailored DHA Procurement Framework delivered through a hybrid procurement model. As a Senior Procurement Officer you will be part of the DHA Procurement Team within the Finance and Corporate Support Branch and be responsible for contributing towards the delivery of a high performing procurement function.

Procurement within DHA has recently undergone a significant change with the implementation of a new DHA Procurement Framework which asserts the principles and practices of the Commonwealth Procurement Rules, as it applies to a Corporate Commonwealth Entity. Further, development and delivery of a Procure to Pay system is underway to support and streamline procurement activities. This is an exciting and challenging opportunity for a procurement professional looking to contribute to DHAs continued capability uplift and be part of leading the organisation in better practice procurement.

**OFFICIAL**

## YOUR CONTRIBUTION

In this exciting role you will be responsible for:

- The provision of timely and accurate advice on minor and simple procurement and contract matters
- leading complex procurement matters in collaboration with subject matter experts
- drafting and/or reviewing complex procurement documentation including procurement plans, request for tenders, evaluation plans, risk assessments, negotiation strategies and contractual documents
- supporting and contributing to the achievement of business and process improvement projects
- support for other related tasks, including but not limited to, reporting, administration (i.e., group mailbox management, tender publication, helpdesk/phone line attendance etc) and training to achieve the objectives of the Procurement Team

You will be able to interpret and apply policies and processes and take a flexible approach to provide practical solutions to the business and be a team player who actively shares ideas and supports others for the success of the team. You will also have excellent interpersonal and communications skills along with practical experience dealing with complex procurement work.

## WHAT WE ARE LOOKING FOR

To be successful in this role you will have practical experience in complex procurement initiatives within the public and/or private sector and a detailed understanding of the Commonwealth Procurement Framework (or similar).

For this role, we will consider your:

- Formal Qualifications and/or extensive knowledge and experience in procurement and contracting
- In depth knowledge of the Australian Commonwealth Procurement Framework, including practical experience at a complex level
- Ability to work autonomously under limited direction to deliver quality and advice with competing priorities and deadlines
- Experience in the continuous improvement of business processes and procedures
- High level written, analytical and communication skills, including your ability to establish and maintain solid relationships with a broad range of stakeholders

## CONDITIONS AND BENEFITS OF THE ROLE

This is a full-time position. DHA's core business hours are between 8.30am and 5.00pm Monday to Friday. DHA operates under flexible working hours and staff may be required to work outside core business hours at times.

Your employment experience with DHA will include work-life balance and flexible working options, competitive salary and benefits (including 15.4% superannuation contributions by DHA), generous leave entitlements, career progression opportunities and a diverse range of interesting projects in a high performing and collaborative work environment.

## HOW TO APPLY

Considering the information above, please use 500 words to detail how your skills, experience and knowledge are relevant to the role and describe the contribution you can make to DHA. This will give us an idea of your writing and comprehension ability, as well as your understanding of the role.

To give you the best chance of winning the role, we recommend you read the [Australian Public Service Commission's Cracking the Code](#) guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's [Integrated Leadership System](#) at this role's level.