

ASSESSMENT AND CONTRACTS OFFICER

PROCUREMENT, RISK AND CONTRACT MANAGEMENT BRANCH
BUDGET AND FINANCE DIVISION

Why work for us

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: www.treasury.tas.gov.au/about-us/careers

The position

As a member of the Assessment Unit, you will take a lead role in the administration and maintenance of, and assessments in relation to, the Technology Services List and the Department of Treasury and Finance Prequalification Scheme. You will also undertake a diverse range of relevant procurement, risk and contract management tasks to improve procurement and contract management outcomes, consistent with the Government's policies and principles.

What you will work on

- Assist in the administration of functional areas including the Technology Services List and the Department of Treasury and Finance Prequalification Scheme, through the analysis of applications and the provision of advice and assistance to potential registrants.
- Liaise with internal and external stakeholders, including potential registrants and Tasmanian Government agencies; and provide timely, accurate advice in relation to the administration of the Technology Services List and the Department of Treasury and Finance Prequalification Scheme.
- Provide support and/or participate in whole-of-government procurement processes and assist in the administration and management of whole-of-government common use contracts.
- Assist in the operation and maintenance of the Tasmanian Government Purchasing and *Tenders* websites.
- Prepare written documentation including briefings, memorandums, correspondence and reports, as required.
- Perform other allocated duties as required.

Responsibility, direction and supervision

You will have a good understanding of guidelines, systems and processes and receive general direction from your supervisor. You will coordinate and integrate functions and be able to interpret frameworks to resolve complex operational issues within your scope of work.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Skills and experience

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



COMMUNICATE

- Prepare accurate documents and good drafts, where information is more complex.
- Deliver clear and succinct ideas, information and recommendations.
- Understand and explain complex operational matters.



MANAGE OUTPUTS

- Plan, organise, schedule, prioritise and complete your tasks and coordinate work with others.
- Contribute to and deliver work with a client focus.



CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Use judgement when applying policies, rules and regulations.
- Make sound decisions to resolve complex operational challenges.
- Use expertise to provide operational advice.



TEAM/LEADERSHIP/BEHAVIOURS

- Instruct and guide others on systems and procedures.
- Work effectively in a team and share ideas to improve practices, systems and processes.
- Behave in line with Treasury's values.



TECHNICAL/PROFESSIONAL

- Demonstrate knowledge, skill and ability required for the role.
- Desirable – a relevant qualification or equivalent experience.

Our values

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

EXCELLENCE

Challenges us to give our best and brings us recognition.

RESPECT

Recognises the value of us all and the contribution we all make.

CAMARADERIE

Creates a fun and supportive place to be.

PASSION

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at

www.dpac.tas.gov.au/divisions/ssmo

Hours Per Week: Flexible up to 73.50 hours per fortnight

Supervisor/Reports to: Manager, Procurement Policy

Direct Reports: No

Employment: Fixed Term

Award/Classification: Tasmanian State Service Award General Stream Band 4

Location: Hobart

Position Number: 722982

Approved by: Danielle Harris, Director

Date: 30 August 2024

