

Procurement Officer

Statement of duties

Position number	722982
Location	Hobart
Division	Budget and Finance
Branch	Procurement, Risk and Contract Management
Section	Risk and Contract Management
Award	Tasmanian State Service Award
Classification	General Stream, Band 4
Immediate supervisor	Principal Contracts Analyst
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary responsibilities of the Branch are to:

- provide advice on and manage the Government's procurement policy and framework;
- manage government common use contracts; and
- proactively minimise the cost of risk to government agencies through the Tasmanian Risk Management Fund.

Position objective

The Procurement Officer, as a member of the Contract Management Unit, will assist in the procurement and associated contract management tasks for whole of government contracts. The Procurement Officer will also be required to undertake a diverse range of relevant procurement, risk and contract management tasks.

In the context of the selection criteria, to be successful in the position applicants will have:

- an understanding of financial concepts and government procurement, or the ability to quickly obtain such knowledge;
- strong communication and interpersonal skills, with a stakeholder focus; and
- the ability to manage workloads subject to competing priorities and attention to detail.

Primary duties

The Procurement Officer's primary duties include:

- assisting with the administration and management of a diverse range of whole-of-government common use contracts, including information technology contracts and the fleet management agreement;
- providing support and/or participating in procurement processes, including the completion of tender evaluations;
- assisting in the administration of functional areas including the Technology Services List and the building and construction prequalification scheme, through the analysis of applications and the provision of advice and assistance to potential registrants;
- assisting in the administration of policies, guidelines and procedures for which the branch is responsible;
- liaising with internal and external stakeholders and providing timely, accurate advice in relation to a range of procurement, contract and risk management related issues and policies;
- preparing written documentation including briefings, memorandums, correspondence and reports, as required; and
- performing other allocated duties as required.

Level of responsibility, direction and supervision

The Procurement Officer requires an understanding of operational guidelines, systems and processes and will receive general direction from the Principal Contracts Officer to achieve the required outcomes. The Procurement Officer co-ordinates and integrates operational functions, interpreting the decision-making framework within which the work activity occurs to resolve complex operational issues. The Procurement Officer may also supervise a small team of employees, including instruction, guidance and mentoring.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation with good accuracy and drafts of information that require interpretive ability; clearly and succinctly convey ideas and information, including to present a case in support of recommendations; and interpret and explain complex operational matters.

2. Output management

Demonstrates capacity to: plan organise, schedule, prioritise and complete assigned tasks within own area of responsibility; and contribute to and deliver outcomes with a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: exercise judgement in applying policies, rules and regulations; make timely and accurate decisions and resolve complex operational challenges; and provide operational advice using well developed expertise.

4. Leadership and people skills

Demonstrates capacity to: guide and instruct staff in relation to systems and procedures; work effectively in a team and share ideas to improve practices, systems or processes; and behave in alignment with Treasury's Values.

5. Technical and professional*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Desirable – Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Approved: Danielle Harris, Director

Date: 12 October 2023

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. 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*).