

## Position Description

<b>Role title</b>	Manager, Procurement and Contracts	<b>Last reviewed</b>	1/01/2024
<b>Division</b>	Commercial and Business Services	<b>Team</b>	Finance Control and Business Services
<b>Reports to</b>	Director, Finance Control and Business Services	<b>Classification</b>	MAS3
<b>Direct reports</b>	5		

### Role Purpose

Strategically lead and manage the procurement and contract management functions, developing and maintaining a diverse portfolio of policies, procedures, tools and the Procurement and Contract Management Framework, to ensure compliance with government requirements and the effective management of commercial risks.

### Key Accountabilities

- Provide expert advice to stakeholders on general and complex procurement, contract management and probity matters to support the achievement of business objectives.
- Liaise with government agencies, building collaborative relationships, to ensure internal frameworks, tender documents and contract templates are in accordance with government standards.
- Lead and drive continuous improvement in policy and processes, training and upskilling stakeholders to minimise procurement and contract risks and issues and to contribute to organisational success.
- Collaborate with stakeholders across the organisation to identify business needs and interdependencies, maximise opportunities and implement best practices in procurement and contract management.
- Develop and implementing specific procurement/category management strategies in conjunction with key business stakeholders, including the development and review of necessary procurement and contract management documentation.
- Manage audit and review programs, preparing committee papers and responses to queries, to ensure obligations are met and impacts on the business are minimised.
- Procurement and contract management reporting (TI18) to Department of Treasury.
- Validate the objectives and scope of procurement programs, developing mechanisms to review the effectiveness and efficacy of procurement activities to ensure objectives are delivered.
- Maintain the contract database to ensure external reporting obligations are fulfilled.
- Lead and advise on matters related to the Office of the Industry Advocate requirements.

### Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives

Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
<b>External</b>	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

### Key Challenges

- Building and driving collaborative, knowledge sharing relationships with a wide variety of stakeholders internally and externally given differing priorities.
- Ensuring procurement and contract management services are provided to stakeholders to facilitate value for money outcomes and the procurement of commercially sound deliverables.

### Qualifications and Technical Requirements

- Tertiary qualifications in a relevant field (Management, Procurement, Supply Chains, Contracts) or demonstrated equivalent relevant professional experience.

### Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

### Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
<b>Culture and Collaboration</b>	Communicate effectively	Accomplished	<ul style="list-style-type: none"> <li>• Simplify and communicate complex and technical information into understandable and approachable messages.</li> <li>• Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations.</li> <li>• Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit.</li> <li>• Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.</li> </ul>
<b>Strategy and Growth</b>	Make an impact	Accomplished	<ul style="list-style-type: none"> <li>• Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems.</li> <li>• Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems.</li> <li>• Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost.</li> <li>• Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.</li> </ul>
<b>Innovation and Agility</b>	Welcome curiosity	Accomplished	<ul style="list-style-type: none"> <li>• Challenge others on their understanding of the purpose of their actions and the rationale of doing thing a certain way.</li> <li>• Help promote a culture where all questions are encouraged and meet with enthusiastic response.</li> <li>• Leverage publications, data, thought leadership and other reputable information to create points of comparison and insights.</li> <li>• Create opportunities for others to question and provide feedback on Renewal SA's ways of working.</li> </ul>
<b>Solutions Focused</b>	Apply business and	Accomplished	<ul style="list-style-type: none"> <li>• Find ways to maximise the economic value of Renewal SA's operations</li> </ul>

	commercial acumen		<p>through cost benefit analysis and solutions.</p> <ul style="list-style-type: none"> <li>• Integrate support services in solution development and decision making to improve understanding and value.</li> <li>• Assist Renewal SA to translate and navigate complex business concepts and arrangements.</li> <li>• Position Renewal SA strongly in contract negotiation and drive value through contracts while maintaining relationships.</li> </ul>
--	-------------------	--	--

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.