

Position Description

Role title	Procurement Support Officer	Last reviewed	1/04/2024
Division	Commercial and Business Services	Team	Finance Control and Business Services
Reports to	Manager, Procurement and Contract Management	Classification	ASO4
Direct reports	Nil		

Role Purpose

Support the delivery and coordination of procurement and contract services, and provide training, guidance and advice on procurement policies, processes, and best practices across Renewal SA.

Key Accountabilities

- Coordinate the procurement process, including vendor selection, contract negotiation and supplier management, to facilitate timely and cost-effective acquisition of goods and services.
- Facilitate and deliver training on procurement practices, policies, and procedures to enhance the knowledge and skills of staff members involved in procurement processes.
- Support the continuous improvement of procurement processes by identifying opportunities, implementing best practices, and evaluating the effectiveness of procurement strategies, policies, and procedures.
- Provide administrative support for procurement activities, such as preparing and distributing procurement documents, managing databases and registers, and coordinating meetings, to streamline processes and enhance efficiency.
- Facilitate the consistent application of corporate governance procurement and contract management frameworks and compliance across projects to ensure transparency and accountability.
- Serve as the primary contact for tenders and contracts, ensuring the timely uploading of tenders and disclosure of contracts within mandated timeframes.
- Deliver timely and accurate reports on procurement activities, and review procurement and contract management documentation to ensure compliance with both statutory and Renewal SA requirements.
- Other duties as required.

Key Relationships

Internal	
Who	Why
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.

External	
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

- Prioritising and managing multiple procurement tasks and deadlines within limited timeframes, ensuring timely completion and delivery of procurement activities.
- Adapting and finding alternative solutions in the absence of advanced technology or automation tools to streamline procurement processes and enhance efficiency.

Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline 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
Culture and Collaboration	Communicate effectively	Intermediate	<ul style="list-style-type: none"> • Use concise language to target messages and avoid overwhelming audiences.

			<ul style="list-style-type: none"> • Structure communications to deliver the purpose with impact, using facts or insights, as necessary. • Adjust communications according to the audience to find the right channels to maximise reach. • Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA.
Strategy and Growth	Make an impact	Foundational	<ul style="list-style-type: none"> • Understand and articulate the challenges and issues facing stakeholders. • Show clear linkage between the problems needing resolution and the solutions developed. • Be able to communicate the primary benefits of different solutions or paths of action. • Demonstrate consideration for sustainability and environment impacts when discussing solutions.
Innovation and Agility	Welcome curiosity	Foundational	<ul style="list-style-type: none"> • Seek to understand the purpose of the actions required of yourself and your team. • Determine why actions are undertaken in certain ways where the rationale is not clear. • Reference your previous experience and learnings to compare Renewal SA's ways of working or processes. • Engage in discussions about the ways of working, processes or systems at Renewal SA to identify improvement opportunities.
Solutions Focused	Prioritise and plan	Intermediate	<ul style="list-style-type: none"> • Demonstrate detailed understanding of the activities and actions required to achieve the objectives in planning activities. • Take part in the planning of team goal setting and contribute to identifying key work activities. • Develop schedules of the work activities, sequence and timeframes to achieve your role in the plan. • Proactively prepare updates to plans or scheduling where impacts to the work activities are forecast or expected.
Technical Capability	Project Enablement	Foundational	<ul style="list-style-type: none"> • Provides project coordination support, contributing to project outcomes and enablement activities.

			<ul style="list-style-type: none">Plans and delivers in line with agreed project milestones and timeframes throughout the project lifecycle.Performs base level research and analysis to inform and support the achievement of project outcomes.Contributes to reviews of progress, outcomes and future improvements, collaborating with other project team members to ensure project success.
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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.