

Position Description

Role title	Principal Procurement Manager	Last reviewed	1/04/2024
Division	Commercial and Business Services	Team	Finance Control and Business Services
Reports to	Manager, Procurement and Contract Management	Classification	ASO7
Direct reports	1		

Role Purpose

Deliver end to end procurement services to ensure value for money is realised, contracts deliver the required outcomes, and risks are appropriately managed.

Key Accountabilities

- Provide expert advice and services in relation to best practice procurement and contract management, aligning procurement strategies with project objectives and organisational goals.
- Oversee the end-to-end procurement process, including sourcing, bidding, evaluation and selection of suppliers, ensuring compliance with policy, procedure and regulatory requirements.
- Manage the contract lifecycle for projects, including monitoring contract performance, resolving disputes, and ensuring adherence to contractual terms and conditions.
- Identify and mitigate procurement-related risks, assessing supplier capabilities, evaluating potential risks, and implementing risk mitigation strategies to minimise project disruptions and ensure compliance with safety and quality standards.
- Establish and maintain strong relationships with suppliers, contractors, and subcontractors, conducting supplier evaluations and managing performance to ensure quality, cost-effectiveness, and timely delivery of goods and services.
- Manage and maintain business systems and central registers that support procurement and contract management processes.
- Research and maintain an understanding of the market and alternative suppliers to support benchmarking activities, contingency planning, and the development of competitive strategies.
- Continuously evaluate and improve procurement processes, systems, and policies to enhance efficiency, effectiveness, and compliance.
- Other duties as required.

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.
Direct Reports	Support, guide and manage performance.
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

- Managing expectations around timeframes across various stakeholders, including internal teams, suppliers, and other departments, and effectively addressing any delays or issues promptly.

Qualifications and Technical Requirements

- Tertiary qualifications in business, law or project management are highly regarded.

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

			<ul style="list-style-type: none"> Assist Renewal SA to translate and navigate complex business concepts and arrangements. Position Renewal SA strongly in contract negotiation and drive value through contracts while maintaining relationships.
People Leadership	Lead our people	Advanced	<ul style="list-style-type: none"> Lead Renewal SA to publicly build awareness of our mission, purpose and objectives and the impact of our work. Identify and champion leading best practice approaches in strategic development and planning to maximise our impact. Drive a culture where individuals see the purpose of each action and decision undertaken by Renewal SA. Publicly champion the efforts and successes of individuals, teams and Renewal SA to leaders and the public.
Technical Capability	Project Enablement	Accomplished	<ul style="list-style-type: none"> Lead strategic and operational activities and processes necessary to facilitate the entire project lifecycle, whilst guiding and coaching project teams. Provides subject matter expertise to lead the enablement of technical decision-making outcomes across the project lifecycle. Leads risk management strategy and monitoring dependencies, whilst providing guidance and support to project teams in effectively resolving or escalating risks. Align systems and processes to encourage and support improved technical decision making across the project lifecycle and in the achievement of successful project outcomes.

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.