

Position Description

SECTION 1

POSITION TITLE: Procurement Specialist

TYPE of EMPLOYMENT: Fixed Term Two (2) year contract

KEY FOCUS OF THE ORGANISATION (WAFC Vision):

To lead and engage all West Australians through a positive experience with Australian Rules Football.

CORE VALUES

At the West Australian Football Commission, we value

- **OUR PEOPLE**
We care for, support and develop our people
We are one united team committed to delivering our agreed objectives
Together we celebrate our successes and achievements
- **OUR RELATIONSHIPS**
We deeply value the players, volunteers, stakeholders and fans of our game
We are committed to building relationships that are enduring
We earn trust through our behaviours and communications
- **BEING OUR VERY BEST**
We strive to give our best every day
We are recognised as an organisation that gets things done
We bring passion, perseverance and a positive attitude to everything we do
- **LEADING OUR INDUSTRY**
We respect our history as we shape our future
We work in partnership to ensure football's success
We aim to set the standards for our industry

KEY FOCUS OF THIS POSITION (Why this job exists):

To support the Corporate Services Department in the development and implementation of new procurement processes and systems to optimise procurement activities across the West Australian Football Commission (WAFC)

REPORTING RELATIONSHIPS		
POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
Executive Manager Corporate Services	Corporate Services	NIL

AUTHORITY LEVELS (Decisions and Recommendations expected):
Delegated to Authority Level, as outlined in the Financial Delegations Policy.

SECTION 2	
KEY RESULT AREAS (KRA) / KEY PERFORMANCE INDICATORS (KPI'S)	
KRA'S - WHAT is PERFORMED	KPI'S - HOW it WILL BE ACHIEVED – to WHAT STANDARD, TIME-FRAME, or for WHO
Procurement systems and procedures	<ul style="list-style-type: none"> • Design, development and implementation of procurement systems including process, policies and procedures • Proactively plan and manage the organisational change required to ensure success for the implementation of an effective and cost-efficient procurement process • Manage tenders from initial consultation to the stage of contract award, including the planning and implementation of the tendering process, development of tender strategies and evaluation plans, developing and issuing tender documents, ensuring that they provide value for money and comply with WAFC policy • Oversee the procurement activities and contract management across the WAFC applying legal, policy and organisational guidelines and procedures, specifically: <ul style="list-style-type: none"> • providing contract administration which ensures that contract implementation and the delivery and contractor performance is proactively managed, including ensuring maintenance of accurate contract documentation, ongoing

	<p>contract administration support, specifically monitoring contract usage, and providing advice regarding contract issues and disputes, and</p> <ul style="list-style-type: none"> • consult with external legal consultants. • Develop monthly reporting, dashboards, and provide briefings to the Executive Manager Corporate Services and the WAFC Executive Team • Prepare analysis of procurement activities, identifying areas for initial focus to maximise commercial and business value • Manage, negotiate and build positive relationships with local and overseas suppliers • Manage relationships with internal and external stakeholders in the tendering and contract award process, to understand stakeholder needs and perspectives, to keep all parties informed as required, and to better achieve desired outcomes.
<p>General</p>	<ul style="list-style-type: none"> • Ongoing, proactive commitment to continuous improvement in the areas of quality, cost, delivery and lead times • Work as a team member, keeping other stakeholders informed, sharing knowledge and experience, assisting others to achieve business objectives and contributing to team meetings and group problem solving • Represent the organisation in an honest, ethical and professional way in accordance with the WAFC values and support a culture of integrity and professionalism through compliance with all legislation, rules and procedures • Take responsibility and be accountable for own actions, understand and act within levels of authority. Identify issues that may

	hinder completion of tasks and find appropriate solutions.
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SECTION 3	
COMPETENCIES REQUIRED FOR THIS POSITION:	
1. Technical Knowledge General knowledge of the football industry and the various stakeholders.	6. Initiative Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.
2. Computer literate Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.	7. Planning and Organising Ability to organise and prioritise a course of action for self and to accomplish goals.
3. Effective Communication Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message.	8. Analytical Power Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.
4. Client/Stakeholder Focus Ensuring stakeholders and clients are always properly serviced.	9. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
5. Teamwork Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.	10. Problem Solving Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.

EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)
<ul style="list-style-type: none"> • 5-8 years experience working in a purchasing role (E) • Detailed knowledge of sourcing and procurement techniques (E) • Demonstrated ability to access and develop relationships with supply partners (E) • Strong presentation, communication and negotiations skills (E) • Strong understanding and experience in procurement systems (E) • Advanced knowledge of Microsoft Excel and intermediate knowledge of all other Microsoft Office applications (E) • Ability to work autonomously and as part of a team (E) • Experience in change management (D)