

POSITION DESCRIPTION



**MAKING A
DIFFERENCE SO
SOUTH AUSTRALIA
THRIVES**



[TOURISM.SA.GOV.AU](https://www.tourism.sa.gov.au)

Position Description

Procurement Advisor

Purpose of the position

The Procurement Advisor is responsible for providing project management for the procurement of goods, services and construction activities for the South Australian Tourism Commission (SATC) in consultation with SATC staff members. The provision of advice; drafting, reviewing and assisting with management of contracts; and evaluation and reporting in relation to SATC’s contract and procurement matters are also key responsibilities for this role.

Position Title:	Reports to:	Position Classification:
Procurement Advisor	Contracts and Procurement Manager	ASO5 Non-Executive Contract
Group / Unit:	Location:	Direct reports:
Finance and Business Services	Level 9, SA Water House, 250 Victoria Square	NIL

Our Values



GO BOLDLY

We thrive on taking risks and enjoy stepping outside our comfort zone.



DIG DEEPER

We never settle for simply scratching the surface. We’re hungry for knowledge, fresh ideas and innovations.



CAN DO

We believe there’s nothing we can’t do as a team.



SHARE THE LOVE

We have a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- None

SKILLS, EXPERIENCE AND KNOWLEDGE

- Experience in high value, complex and strategic procurement projects from need identification to contract award.
- Experience in drafting, managing, administering and monitoring contracts.
- High level written and verbal communication and interpersonal skills which facilitate cooperation and influence internal and external stakeholders.
- Demonstrated negotiation and dispute resolution skills.
- Demonstrated relationship management skills.
- Demonstrated capability to identify and analyse strategic and operational issues and develop strategies for resolution.
- Proven ability to work independently with people at all levels.
- Experience in project management techniques for the procurement of goods, services and construction activities and in managing contract processes.
- Knowledge of government procurement and contract policies, acts and regulations.
- Commitment to the principles and practices of ethical conduct, quality management and risk management.

Desirable Criteria

QUALIFICATIONS

- Tertiary Qualifications in Procurement, Business, Management, Contract Law or commercial discipline.
- MCIPS accreditation.

SKILLS, EXPERIENCE AND KNOWLEDGE

- An understanding of the responsibilities, functions and goals of the SATC.
- Understanding of public sector frameworks including procurement, financial and other business practices.

Competencies	
Attention to Detail	Accomplishes tasks through concern for all areas involved, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time. Establishes and maintains systems and processes which produce a consistent outcome.
Business Acumen	Ensures that own area contributes to the organisation's ability to meet its strategic objectives. Takes business decisions based on cost benefit analysis, business savvy and consideration of organisational constraints and resources
Communications	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
Customer Service	Proactively develops customer relationships by making efforts to listen to and understand the customer (both internal and external); anticipates and provides solutions to customer needs; gives high priority to customer satisfaction.
Ethics and Accountability	Is honest and ethical in all actions, such that others' trust is developed and maintained; demonstrates behaviour that is consistent with the organisation's direction, values and policies.
Influencing	Uses appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, superiors) toward desired outcomes. Modifies behaviours to accommodate tasks, situations and individuals involved.
Negotiation	Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance.
Strategic Thinking	Demonstrates a broad-based view of issues, events and activities and a perception of their longer-term impact or wider implications.

Key Responsibilities

PROCUREMENT

- Project management of goods, services and construction procurement projects including (but not limited to) all aspects of:
 - market analysis,
 - procurement and evaluation strategy development,
 - market document preparation,
 - tender management and evaluation,
 - probity advice and review,
 - supplier due diligence,
 - contract negotiation and execution
- Assist with all aspects of the procurement function including administering and coordinating procurement processes at all levels.
- Providing advice and assistance to business unit staff on procurement and contracting processes.
- Ensure all acquisition plans, risk management plans, tender and evaluation documentation are appropriately prepared and recorded in accordance with procurement frameworks, policies and guidelines.
- Monitor and report on procurement projects and activities.
- Ensure the SATC maintains compliance to the State Procurement Board requirements and the new requirements captured in the Treasurer's Instructions when it is published.
- Maintain a detailed knowledge of Government Acts and regulations.

PERFORMANCE MEASURES

- Ensure all SATC purchases comply with internal and Government policies including the State Procurement Board/Treasurer's Instructions.
- Procurement tender documentation and contracts are appropriately recorded.

CONTRACT MANAGEMENT

- Assist with negotiation, drafting and monitoring SATC's contracts in consultation with other SATC staff members.
- Work closely and engage with SATC contract managers to ensure that regular monitoring and reporting on service provider delivery and compliance with contract criteria is adhered to, including quality of service delivery and financial accountability in line with contract and legislative requirements.
- Assist with contract management in consultation with SATC staff members.
- Assist SATC staff members in negotiating with service providers regarding changes to contract arrangements.
- Seek appropriate advice from internal and external sources regarding high level and/or complex legal matters.
- Utilising contract management systems and establish monitoring regimes to assist with contract management.

PERFORMANCE MEASURES

- All SATC contracts are drafted, monitored and reviewed in a timely manner.
- Any contract performance and compliance issues are dealt with appropriately and in a timely manner.
- Effective and accurate advice provided regarding contracts.

REPORTING

- Provide relevant reports on contract management, procurement, compliance and performance.
- Provide relevant and accurate reports to the SATC's Accredited Purchasing Unit (APU) or future equivalent on a regular basis.
- Provide reports as required to the SATC's Audit and Risk Committee.
- Ensure compliance with the Auditor General and SATC audit requirements.
- Ad hoc reporting when required such as the Annual Report and reporting to the SATC Executive and Board.

PERFORMANCE MEASURES

- Accurate and timely reporting.

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

Special Conditions

- The appointment will be subject to a 6 month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check

Position Description

Procurement Advisor

Purpose of the position

The Procurement Advisor is responsible for providing project management for the procurement of goods, services and construction activities for the South Australian Tourism Commission (SATC) in consultation with SATC staff members. The provision of advice; drafting, reviewing and assisting with management of contracts; and evaluation and reporting in relation to SATC's contract and procurement matters are also key responsibilities for this role.

Executive Manager

Drew Laity
Acting Chief Financial Officer
Finance and Business Services

Signed

Date

Line Manager

Conor Wilson
Contracts and Procurement
Manager
Finance and Business Services

Signed

Date

Incumbent

Name
Procurement Advisor
Finance and Business Services

Signed

Date