

# Position Description

Position Title	Procurement Specialist
Portfolio	Member Services
Reports To	Manager Governance and Procurement
Employment Type	Full-Time
Location	West Leederville

## Team Overview

The WALGA Governance and Procurement Team is responsible for providing members with information, advice, resources and services relevant to Governance and Procurement practices.

## Position Purpose

The Procurement Specialist role is to drive procurement improvement and capacity building initiatives for members and subscribers including providing advice to enhance legislative compliance, developing and managing resources and promoting better standards and procurement practice.

## Key Accountabilities

Procurement Advice	<ul style="list-style-type: none"> <li>Provide practical written and verbal advice and guidance to member Local Governments, subscribers and WALGA internal staff with regard to better practice procurement to assist them to meet their technical, governance and compliance responsibilities in line with the Local Government Act, Regulations, Local Laws and associated legislation.</li> <li>Assist members with developing, adopting, reviewing and implementing systems, policies and procedures to support better practice procurement.</li> </ul>
Training and Capacity Building	<ul style="list-style-type: none"> <li>Identify and develop new resources to build sector capacity and increase the value proposition for WALGA membership.</li> <li>Develop and review WALGA training course content and assessments as a 'subject matter expert'.</li> <li>Develop and deliver customised face to face training, workshops and online webinars to meet specific Member requirements and facilitate the procurement training package on behalf of WALGA training.</li> </ul>

	<ul style="list-style-type: none"> <li>Develop, maintain, review and update online templates, guides and resources to support members and promote good procurement and governance practice.</li> </ul>
Policy	<ul style="list-style-type: none"> <li>Assist in the development of issues-based advocacy as required.</li> <li>Identify and develop advocacy opportunities.</li> <li>Liaise with relevant Government departments/agencies regarding proposals for new and amended legislation and regulations in relation to procurement.</li> <li>Provide internal support to WALGA portfolios by assessing and advising on policy and advocacy proposals.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Develop, maintain, review and update online subscription template and guidance resources.</li> <li>Prepare communications for subscribing Members, external networks and industry groups for distribution in line with WALGA's communications strategy and procedures.</li> <li>Maintain Customer Relationship Management (CRM) records of Member communications, as required.</li> </ul>
Stakeholder Engagement and Representation	<ul style="list-style-type: none"> <li>Represent the Association in a range of internal and external forums, including committees, conferences, projects and working groups</li> <li>Be a subject matter expert at events and networking forums with the purpose of developing relationships with member Local Governments to build identity and confidence in WALGA advice and support early uptake of better procurement practices</li> <li>Identify, develop, and implement strategies to promote increased member engagement with WALGA services and resources</li> </ul>

## Key Relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>Escalate issues, make suggestions and provide updates</li> <li>Receive advice and report on progress towards business objectives and future directions</li> <li>Provide expert advice and contribute to decision making</li> <li>Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Team	<ul style="list-style-type: none"> <li>Support a positive environment through teamwork, sharing knowledge and supporting colleagues</li> <li>Assist team members with tasks and projects as needed, fostering a collaborative work environment</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>Provide expert advice on a range of legislative reviews and governance strategies</li> <li>Optimise engagement to achieve defined outcomes.</li> <li>Manage expectations and resolve issues</li> </ul>

External	
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues</li> <li>Engage in, consult and negotiate the development, delivery and evaluation of projects</li> <li>Manage expectations and resolve issues</li> <li>Communicate needs, facilitate routine business transactions</li> <li>Monitor, direct and address enquiries</li> </ul>
<b>Supplier/Service Providers and Consultants</b>	<ul style="list-style-type: none"> <li>Manage expectations and resolve issues with service providers</li> <li>Communicate needs, facilitate routine business transactions and resolve issues</li> <li>Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>

## Key Competencies

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated understanding and practical experience in government procurement practices.</li> <li>Demonstrated understanding of Local Government procurement legislation, practices and procedures.</li> <li>Experience in reading, understanding and applying legislation in order to provide advice.</li> <li>Experience with design and development of adult training and learning materials.</li> <li>Experience facilitating training and events.</li> </ul>
<b>Qualification/Licence</b>	<ul style="list-style-type: none"> <li>Certificate IV Government (Procurement and Contracting) (desirable)</li> <li>Certificate IV Training and Assessment (desirable)</li> <li>Current Western Australian class 'C' Drivers Licence</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong policy development and implementation skills involving conceptual, research and analysis capabilities</li> <li>Excellent interpersonal skills with a diverse range of individuals and the ability to influence and engage stakeholders</li> <li>High standard of written communication skills to compile reports, correspondence and resources suitable for different target audiences</li> <li>Excellent customer service skills with an ability to ascertain what a Member Local Government is seeking</li> <li>Ability to work productively independently and as part of a team in a fast-paced, high-performance environment</li> <li>Good time management, prioritisation and organisational skills</li> </ul>

Behaviours	<ul style="list-style-type: none"><li>• Willingness to attend meetings and events where intra state and overnight travel is required along with some out of business hours work</li><li>• Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA</li><li>• Create a culture of partnership and collaboration within the organisation and with external stakeholders</li><li>• Provide expert advice, insights, and recommendations that contribute to positive outcomes</li><li>• Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives.</li><li>• Identify and evaluate innovative solutions to resolve complex problems</li><li>• Facilitates and negotiates collaborative outcomes internally and externally</li><li>• Provides insights and recommendations that shape decision-making processes</li><li>• Show an awareness of the principles of Workplace Health &amp; Safety and applies them by taking care and being alert about issues in the workplace</li><li>• Assist in identifying WHS risks within the workplace, ensuring that all potential risks are properly reported</li><li>• Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed</li></ul>
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"><li>• <b>Respect</b> - We act honestly, with integrity and respect</li><li>• <b>Excellence</b> - We strive for excellence and an environment of continuous improvement</li><li>• <b>Accountability</b> - We take responsibility and work openly and transparently</li><li>• <b>Collaboration</b> - We value strong relationships and partnerships</li><li>• <b>Curiosity</b> – We encourage a spirit of enquiry, and an innovation mindset.</li></ul>