



APS6 SENIOR PROCUREMENT OFFICER

DUTY STATEMENT

Job title:	Clinical Senior Contracts and Procurement Officer
APS level:	APS 6 equivalent
Section:	Clinical Innovation and Service Improvement
Location:	Canberra, ACT preferred or Melbourne, Victoria
Immediate supervisor:	Assistant Director – Clinical Contracts and Procurement

JOB DESCRIPTION

The role of the Clinical Senior Contracts and Procurement Officer works through the Assistant Director - Clinical Contracts and Procurement to the National Director - Clinical Innovation and Service Improvement, Open Arms.

As a DVA employee and a member of the Open Arms National Operations Clinical Innovation and Service Improvement Section, the occupant of this position is required to deliver high quality advice and professional services to Open Arms in the areas of clinical contracts and procurement (excluding Personnel and Property).

This role involves applying creative and innovative approaches to complex, sensitive or controversial issues to enable best practice clinical service delivery, exercising sound professional judgement. The occupant of this position is required to provide leadership and be a resource to each of the National Clinical teams, inclusive of the Clinical Services, Clinical Programs, Clinical Innovation and Service Improvement as well as the Clinical Quality and Assurance Office.

DUTIES

In accordance with the principles of workplace diversity, Workplace Health and Safety (WH&S), participative work practices and values, and under limited supervision and within the standards for positions at this level, the Clinical Senior Contracts and Procurement Officer is responsible to the Assistant Director - Clinical Contracts and Procurement for these duties:

1. Coordinate Open Arms clinical contracts and procurement priorities (excluding Personnel and Property). Develop documentation and assist to prepare reports on progress and outcomes.
2. Develop systems, maintain records and coordinate reports on Open Arms contracts and procurement activities, with a focus on quality and national consistency, supporting implementation at a regional level to ensure best practice outcomes.
3. Coordinate contract management and procurement activities for Open Arms (excluding Personnel and Property).
4. Coordinate secretariat support for DVA Procurement Meetings.
5. Coordinate evaluation of procurement activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of business processes, clinical policies and procedures.
6. Work collaboratively with internal and external stakeholders to further Open Arms and DVA's objectives as part of the Government's broader business. This includes:
 - a. working with all Open Arms business areas;
 - b. cross-sectional initiatives;
 - c. cross-organisational initiatives with DVA, the Department of Defence, the Department of Health, Ex-Service Organisations and Primary Health Networks; and
7. Coordinate the development of advice, briefings, papers, submissions and correspondence for use in both internal and external decision-making forums.
8. Provide supervision, mentoring and coaching for direct reports to encourage professional growth. Build capability across the Clinical Sections.
9. Support an environment that encourages a willingness to adopt participative work place practices in line with policies of WHS, Workplace Diversity and the Australian Public Service values, Employment Principles and the APS Code of Conduct.

DESIRABLE SKILLS, QUALIFICATIONS AND EXPERIENCE

MANDATORY SKILLS, QUALIFICATIONS AND EXPERIENCE

Recent, relevant procurement experience within the last 12 months, an ability to lead and mentor junior staff and the capability to act as the Assistant Director - Clinical Contracts and Procurement when required.

DESIRABLE SKILLS, QUALIFICATIONS AND EXPERIENCE

Certificate IV in Procurement and Contracting and/or Diploma in Procurement and Contracting and/or Advanced Diploma in Procurement and Contracting. The occupant of this role will be required to demonstrate:

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- **Professionalism.** Regulates own behaviour, comprehends organisational structure and culture and acts appropriately in the execution of duties.
- **Strategic approach.** Comprehends the wider contexts, develops technical solutions and determines strategies and actions required to achieve those goals.
- **A commitment to delivering quality outcomes** for client services, values the provision of accurate and timely solutions and relates to people from across the organisation.
- **Interpersonal skills.** Able to establish and maintain effective working relationships with subordinates, peers and superiors from across the organisation and externally.
- **Communicates** effectively verbally and in writing, structures and presents information clearly to target audience(s), using approaches that capture audience interest, and which are in accordance with the Commonwealth writing style guidelines.

SELECTION CRITERIA – APS 6 equivalent

STATEMENT OF CLAIMS

Candidates apply by submitting an up 1,000 word pitch.

Candidates' pitch should outline their skills, knowledge and experience and why they should be considered for the role taking into consideration the duty statement and selection criteria.

Your application will be assessed against APS 6 Integrated Leadership System (ILS).

[Integrated Leadership System \(ILS\).](#)

1. Supports strategic direction

Open Arms is committed to providing high quality services to meet client needs. The successful candidate thinks laterally, identifies and implements improved work practices. They will have demonstrated ability to work independently, manage own workload and achieve objectives within a team environment, including strategic awareness to understand issues of importance, the ability to prioritise them and act on them when necessary.

2. Achieves results

You will possess the ability determine and work toward key timeframes to achieve goals. You will draw on information from diverse sources and use experience to analyse what information is important and how it should be used. The understanding and use of systems and tools or the ability to acquire an understanding will give you an advantage in achieving objectives within the set timeframes.

3. Supports productive working relationships

Building and sustaining positive relationships with team members and other stakeholders is critical to the achieving positive outcomes. The successful candidate will monitor work objectives, and measure progress and identify issues as required. They are committed to achieving quality outcomes and ensuring that that the Section complies with departmental procedures and requirements. The successful candidate will build and promote systems and processes that capture and transfer organisational knowledge.

4. Displays personal drive and integrity

The ideal candidate takes a principled approach to their role in the team and adheres to the APS Values and Code of Conduct. They will take personal responsibility for meeting objectives, focussing on achieving deadlines and responding to pressure in a calm manner even in the most difficult circumstances. They will have an awareness and appreciation of differences in culture and approach, and the values these differences bring to the team.

5. Communicates with influence

Open Arms has a diverse range of clients and stakeholders, including the veterans and their families, other government departments and agencies, external providers, veteran community groups and defence personnel. The ideal candidate identifies relevant stakeholders' expectations and concern, and discusses issues credibly and thoughtfully. The ability to communicate in a clear and concise manner, using appropriate, unambiguous language tailored to your audience is essential to their ability to respond quickly, accurately and sensitively to queries and requests for information.

6. Team Leadership and Mentoring

You will possess the ability to successfully lead and mentor junior staff – in order to upskill and capacity build them in the context of working at and above their substantive level with a view to succession plan.

HOW TO APPLY

Open Arms labour hire vacancies are advertised on job advertising websites and through recruitment agencies.

We recruit through several agencies within the location of the advertised role, so you may see our jobs listed on a number of different websites. This allows you to choose the agency you want to register with.

To apply for this role, please choose a recruitment agency advertising this position, and follow their application process.