

Procurement Specialist

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Company: City of Perth

Location: Perth

Category: other-general

From \$111,976 to \$118,639 per annum, plus super. Full-time, fixed term, 12-month contract with the possibility of extension The City of Perth is taking great strides to become a modern and contemporary organisation that delivers on its aspirations to be a thriving and vibrant capital city that is liveable, sustainable, and prosperous for current and future generations. As part of the Evolution to Excellence, it needs commercially minded professionals to undertake strategic procurement across a broad range of goods and services categories such as ICT & technology, professional services, community services, marketing and events, arts and culture, parks and landscaping, planning transport and urban design, sustainability, properties and facilities, operations, and assets & infrastructure. About the Position We are seeking an experienced Procurement Specialist to manage the procurement, tendering, and contract management requirements across the City of Perth. This position provides procurement support and commercial advice to City stakeholders and performs end-to-end procurement and contracting functions. The primary goals of this role are to reduce the commercial risk for the City, maintain compliance with policies and legislation, and maximise the value gained from procurement activity. The role engages at senior levels to promote procurement and commercial integrity and accountability in Council and Executive decision-making. It provides professional, commercial, and technical advice to key stakeholders in relation to procurement for the effective and compliant operation of the City. Reporting to the Manager Strategic Procurement, this position will support the City by: Providing commercial advice to key stakeholders on all aspects of procurement strategy and practice to inform business planning, encourage innovative approaches and

enhance value through improved procurement efficiency and outcomes. Conducting end to end procurement tasks (i.e. Tenders) for high value, high risk or critical customer activities. Contributing to the development and implementation of policies, procedures, systems, and frameworks for procurement related activities to deliver best practice procurement and contract management solutions that comply with relevant legislation. Ensuring safe and compliant work practices in accordance with Western Australian Work Health & Safety legislation as well as the City's safe systems of work. To be successful in this role you will have the ability to demonstrate a detailed understanding of the end-to-end procurement and contracting cycle. Previous experience in drafting, developing, and negotiating contracts for the procurement of goods and services will be advantageous. Above all, you will live our values of commitment, teamwork, courage, and respect, allowing us to come together to lead and support the community. How to apply By clicking the 'apply' button, you will be directed to the City of Perth's employment page. Please provide a comprehensive resume, together with a cover letter of no more than two pages outlining your interest in the position and addressing your suitability for the role. The application process Applications will close at 5pm on Sunday 5th May 2024 . Late applications will not be accepted. If you are interested in this position, we highly recommend you apply as soon as possible. Applicants may be considered for similar positions within the City of Perth. Applicants will be required to obtain a National Police History Check via the City of Perth prior to commencing employment. Canvassing of Elected Members during the recruitment process will disqualify your application. For further information please contact Syed Ahmed, Commercial Lead Procurement, *****. Attachments: - Application Pack - Procurement Specialist.pdf - Position Description - Procurement Specialist.pdf

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