

DPTI Role Statement

Assistant Category Manager (ASO4)

Organisational alignment

Division:	People and Corporate Services
Directorate:	Procurement Governance & Contracting
Section:	Goods and Services Procurement

Reporting Relationships

Reports to	Team Leader Rail Procurement
Number of direct reports:	Nil FTE's

Role overview

The Procurement, Governance and Contracting Directorate provides functional leadership and specialist advice for Goods and Services related Projects across DPTI.

The Goods and Services Procurement section is accountable for the management of all Goods and Services procurement/category management projects.

The Goods and Services Procurement section functions includes:

- Providing procurement expertise to support the delivery of strategic objectives on behalf of DPTI/stakeholders;
- Provide procurement advice to enable the delivery of goods and services procurements.
- Providing support to stakeholders regarding procurement policies, procedures, frameworks and templates relating to Goods and Services activities.

The Assistant Category Manager is accountable to the Team Leader, Goods and Services Procurement providing procurement and management support to the Goods & Services Procurement team. Through the development and maintenance of stakeholder relationships, and working collaboratively with internal stakeholders, the role will work across the procurement portfolio to support the strategic objectives of the procurement program.

Further information about the Department can be found at https://www.dpti.sa.gov.au/about_us

Our Values

We pride ourselves on applying these values to our day to day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

At DPTI we work collaboratively as one team to serve our community



Honesty

At DPTI we are honest, open and act with integrity



Excellence

At DPTI we are committed to excellence in everything we do



Enjoyment

At DPTI we enjoy our work and recognise our success



Respect

At DPTI we respect, understand and value ourselves and every person in our business

Key outcomes required of the role

- Plan and undertake a range of procurement programs, projects and/or services that are consistent with agency strategic objectives through effective delivery of Goods and Services Procurement Projects.
- Support the delivery of assigned agency programs, projects, systems, policy development processes and/or services through effective teamwork.
- Assist in the resolution of issues with solutions that are consistent with agency objectives by applying alternative thinking and solutions on procurement and/or matters.
- Undertake research, analysis and reporting that contributes the successful completion and implementation of assigned programs, procurements projects, systems and/or services by utilising available data sources, reporting systems and tools.
- Support the development and adoption of departmental policies and procedures with stakeholders to support the delivery of strategic objectives by providing advice on procurement matters.
- Managing sensitive information with stakeholders and across government agencies through effective communication.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with DPTI Values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special conditions attached to the role

- This role is classified as a position of trust and will be subjected to a satisfactory criminal history record check in line with departmental policies and procedures;
- Some out of hours and weekend work may be required;

Educational qualifications / licenses

Tertiary Qualifications in a relevant discipline and/or Chartered Institute of Purchasing & Supply (MCIPS) will be well regarded.

Technical capabilities

Experience and/or knowledge in any of the following areas is desirable:

- Procurement Process
- Category Management
- Negotiation
- Relationship Management

Person Capabilities

DPTI Capability Framework describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; Personal Attributes; Building Relationships; Achieving Results; Leadership and Growth; and Performance Enablers.

- This role is classified as Stream 2 within the DPTI Capability Framework. Refer to Page 4 for the detailed capabilities required for this stream.

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the Person Capabilities (refer to Page 4) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the Role Overview and Key Outcomes.

- Manages customer’s enquiries by utilising a sound knowledge of related government programs, policies and/or legislation that impact on the functions of the role and the Agency.
- Understands and is responsive to customer needs and perspectives, and provides a professional positive experience while managing outcomes which respect DPTI's systems, processes, and policies.
- Has well-developed communication skills, including the ability to liaise effectively at all levels, listen to staff, service providers and customers, resolve conflict, contribute to successful and positive negotiations, and formulate solutions to problems.
- Ability to work under limited general direction, independently or as part of a team, identify specific or desired performance outcomes, plan and coordinate activities, use initiative and judgement and set priorities to achieve objectives within deadlines.
- Sound analytical and research skills to evaluate information, provide advice and communications, and develop clear correspondence and reports with recommendations that meet deadline.
- Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs. Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought.
- Shows leadership and commitment to safety and wellbeing of self and others.

Approved

Signature Date

Title: Director, Procurement Governance and Contracting



Leader

Roles in this stream typically consist of supervisors, senior team members and those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).



<p>Commits to the role of public service Actively demonstrates the DPTI values and public-sector values and ethics. Helps team members understand how these apply in the workplace.</p> <p>Contributes to a positive culture of safety Shows leadership and commitment to safety and wellbeing of self, others and the community we serve. Takes safety seriously and does not accept complacent behaviour, reports on good and bad news and effectively uses DPTI's safety management systems.</p> <p>Shows cultural respect. Values diversity and inclusion. Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought. Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs with regard to programs and services and adapting service delivery to address those needs.</p> <p>Embraces change Is flexible in approach, responding quickly and positively to change, showing courage and resilience while supporting others.</p>	<p>Communicates effectively Communicates clearly, ensuring everyone has an opportunity to contribute. Is open, honest and prepared to have difficult conversations. Adapts style to the situation to ensure that concepts are explained in a way that is understood. Ensures information is communicated in an accurate and timely way.</p> <p>Works collaboratively Builds a supportive and co-operative team environment, encourages collaboration with other teams and seeks input from relevant subject-matter experts.</p> <p>Builds meaningful relationships Establishes and maintains strategic networks, internally and externally, to achieve business goals. Builds trust, confidence and credibility.</p> <p>Influences and negotiates Presents persuasive arguments to influence and negotiate effective outcomes. Explores alternative positions to reach an outcome and gains commitment to a course of action.</p> <p>Commits to delivering community and customer-focused services Actively supports the department's Customer Service Charter and takes responsibility for meeting the service-excellence principles. Actively seeks information to understand internal, external and community customer expectations and provides community and customer focused services and solutions.</p>	<p>Accountable for delivering results Takes initiative to progress and deliver their work while contributing to team goals. Responds to changing needs, puts in place effective plans, control and evaluation measures to ensure deadlines are met and high-quality work is produced.</p> <p>Is a strategic and future thinker Thinks and plans ahead, recognising trends and implications on the work environment. Challenges and supports the team to consider leading practice when developing solutions and solving problems.</p> <p>Commits to continuous improvement and innovation Challenges assumptions and established views. Generates ideas to deliver goals more effectively.</p> <p>Evidence-based decision maker Demonstrates good judgement. Evaluates, analyses, and makes evidence-based decisions within their delegation.</p>	<p>Leads high-performing individuals and teams* Sets clear goals and performance standards for individuals and the team, focused on work outputs and behaviours. Contributes to the attraction and retention of a diverse and talented team. Builds effective teams Coaches and develops individuals and teams to drive high performance. Provides regular feedback and acts quickly and effectively to address conflict and manage poor performance. Empowers individuals and teams and removes barriers to drive action and effectiveness.</p> <p>Seeks clarity and purpose Provides direction and unites the team through shared purpose at team and organisational levels.</p> <p>Commits to developing skills and career Adapts existing skills to new situations. Actively pursues learning experiences, seeking and accepting feedback to continually improve performance for self and team.</p> <p>Recognises success Recognises and acknowledges high-quality work in individuals and teams.</p> <p><i>* Only relevant if you have supervisory responsibilities</i></p>	<p>Change management Builds team's commitment to change, supporting others who face ambiguity and uncertainty.</p> <p>Financial acumen Has a sound understanding of budget management and DPTI procurement processes to drive value for money. Acts within delegation.</p> <p>Technology Identifies ways in which technology can help deliver efficiencies. Proposes solutions that are digital by default.</p> <p>Project management Uses DPTI's project management framework to effectively implement projects which are outcome and benefits-focused.</p> <p>Risk and compliance Ensures appropriate processes and controls are in place to monitor and track compliance to policies and procedures. Assists the team in identifying risks and developing mitigation strategies.</p>
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A copy of the DPTI Capability Framework is available at https://www.dpti.sa.gov.au/careers/DPTI_Capability_Framework.pdf