

DPTI Role Statement

Assistant Category Manager (ASO3)

Organisational alignment

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

Reporting Relationships

Reports to	Team Leader IT and Public Transport Procurement
Number of direct reports:	Nil FTEs

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 will provide procurement and category management support to the Goods & Services Team. The Assistant Category Manager will have an understanding of all Directorate procurement processes and policies.

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

- 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.
- Assist in the delivery of assigned agency programs, projects, systems, policy development processes and/or services through effective teamwork.
- 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.
- Contributing to a high standard of customer service for internal and external clients and quality management and risk.
- 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.

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

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 1 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.

- Listens and responds to customers' needs using clear and concise communication, tact and diplomacy, and maintains a high degree of confidentiality.
- Ability to exercise analytical and research skills to evaluate information, provide advice and communications, and develop clear correspondence and reports with recommendations that meet deadlines.
- Proven ability to work under general direction, independently or as part of a team, plan and organise activities, set priorities, use initiative and judgement in the interpretation of policies and procedures and achieve objectives within deadlines.
- Proven ability to communicate clearly and concisely with a wide range of people including the ability to listen to stakeholders, handle sensitive or difficult issues with tact and diplomacy and maintain a high degree of confidentiality at all times.
- Demonstrated ability to consistently perform high volumes of work with close attention to accuracy and detail.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature Date

Title: Director Procurement, Governance and Contracting



Team Member

Roles in this stream would typically consist of individual contributors and team members (indicative classifications include ASO1-3, GSE2, PO1, OPS1-3, TGO0-1, TRA, CMW3-7, M8-11, WBT3-6).

 Personal Attributes	 Building Relationships	 Achieving Results	 Leadership and Growth	 Performance Enablers
<p>Commits to the role of public service Acts professionally, displaying DPTI values and public-sector values and ethics.</p> <p>Contributes to a positive culture of safety Shows genuine care for the safety and wellbeing of self, others and the communities we serve. Follows all DPTI Work, Health and Safety procedures, contributes to safety meetings and works with others to achieve a zero-harm environment.</p> <p>Shows cultural respect. Values diversity and inclusion Shows respect for diverse backgrounds, experiences and perspectives. Values diversity of thought. Demonstrates awareness and respect for Aboriginal and Torres Strait Islander peoples' culture and values.</p> <p>Embraces change Shows resilience and courage. Anticipates, adapts and responds to change. Projects enthusiasm and recovers from setbacks.</p>	<p>Communicates effectively Actively listens to others, responds in a respectful and timely way. Has open and honest conversations. Communicates clearly in business and technical writing. Has good attention to detail.</p> <p>Works collaboratively Works collaboratively as part of one team, sharing information and ideas.</p> <p>Builds meaningful relationships Develops relationships in the business to deliver more effective outcomes.</p> <p>Influences and negotiates Seeks out different views and helps influence a desired outcome.</p> <p>Commits to delivering community and customer-focused services Demonstrates knowledge of the department's Customer Service Charter and takes responsibility for meeting the service-excellence principles. Provides a responsive and helpful service to internal and external customers and the communities we serve.</p>	<p>Accountable for delivering results Is accountable, takes ownership and pride in their work. Plans and meets deadlines, persists through difficulties and aims to achieve high-quality results. Manages multiple priorities, making choices about time allocation to deliver goals. Knows when to ask for help or escalate issues. Seeks out specialist advice and support and works within delegation for their role.</p> <p>Is a strategic and future thinker Helps identify and apply leading practice in their field of work.</p> <p>Commits to continuous improvement and innovation Helps identify ways to continuously improve work processes.</p> <p>Evidence-based decision maker Is an effective problem solver. Provides evidence to support decisions within their delegation.</p>	<p>Leads high-performing individuals and teams Only relevant if you have supervisory responsibilities.</p> <p>Seeks clarity and purpose Seeks to understand how their role contributes to achieving the DPTI and State Government strategic goals.</p> <p>Commits to developing skills and career Sets and achieves personal targets, contributes to delivering team objectives, engages in opportunities for regular feedback and shares expertise. Willing to develop and apply new skills and actively pursues learning experiences to ensure best possible performance.</p> <p>Recognises success Recognises and acknowledges high-quality work in self and others.</p>	<p>Change management Engages with and adapts to change in a positive manner.</p> <p>Financial acumen Has good numeric and financial skills. Understands and follows appropriate financial processes within their delegation.</p> <p>Technology Is familiar and confident in using the technology required for their role and willing to adapt to new technology.</p> <p>Project management Shows awareness and understanding of DPTI's project-management framework as relevant to their role.</p> <p>Risk and compliance Is aware of and complies with the policies and procedures required in the role. Is able to identify and advise supervisors of risks that impact the work environment.</p>

A copy of the DPTI Capability Framework is available at https://www.dpti.sa.gov.au/careers/DPTI_Capability_Framework.pdf