

Role Statement



TITLE OF POSITION: Buy Desk Officer

CLASSIFICATION LEVEL: ASO-5

REPORTS TO: Team leader, Procurement – Tendering and Pre-Qualification

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises of seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Portfolio Management Office, Planning and Transport Policy and Enterprise Information.

Investment Services is responsible for the provision of Corporate Finance, Procurement and Contracting, Assurance and Risk management functions and services across the organisation including financial control, business partnering, financial improvement and systems, strategic resourcing strategy and operations and across government contract services.

Role Overview

This role forms part of the Procurement and Contracting Section, which is responsible for delivering the full life cycle of procurement and contract management services for DPTI.

The Buy Desk Officer is accountable to the Team leader, Procurement – Tendering and Pre-Qualification for implementing and coordinating tendering programs, projects and services. The role delivers a high standard of customer service to internal and external clients, resolves complex tendering issues with innovative solutions, and provides high level analysis, research, information and expert advice.

The Buy Desk Officer also manages critical, commercially sensitive and complex information, undertakes consultation and negotiation processes, coordinates investigations and prepares reports and recommendations on complex tendering and pre-qualification matters.

Directorate:
Position Number:
ANZCO Code:
Location: #11510139
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Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Buy Desk Officer is required to undertake a wide range of activities which may include all or any of the following:

- a. Implements and coordinates agency tendering programs, projects, systems, policy development processes, documentation and services that meets stakeholder and regulatory requirements and deliver DPTI's contract and procurement objectives.
- b. Resolves complex tendering issues with innovative solutions that are consistent with DPTI objectives including developing and selecting new and appropriate tendering and pre-qualification techniques and methodologies.
- c. Provides high level analysis, research, information and expert advice that assists in the development of compliant agency tendering and pre-qualification programs, systems, policies and services.
- d. Manages critical, commercially sensitive and complex information, and undertakes consultation and negotiation processes with stakeholders, vendors, goods and services providers and across government agencies.
- e. Coordinates investigations and internal audits of tender and pre-qualification processes and prepares reports and recommendations on matters of some complexity and sensitivity.
- f. Contributes to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with 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.
- g. Delivers a high standard of customer service for internal and external clients and focuses on quality management and risk mitigation and management.

Special Conditions and Essential Requirements

Qualifications / Licences

- a. Nil.

Person Capabilities

- a. Works respectfully and effectively with Aboriginal and Torres Strait Islander people, and understands their cultural values and ensures programs and services are accessible and meets Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're

doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”

- iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
- v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Understands and is responsive to customer needs and perspectives while managing compliant outcomes which respect DPTI's tendering and pre-qualification systems, processes, and policies.
- e. Demonstrates ability to deliver tendering and pre-qualification programs and documentation under limited direction, and in a timely manner collaborates intra-departmentally to seek and provide informed advice on complex issues to mitigate the agency's risk.
- f. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- g. Proven experience in successfully coordinating and/or implementing tendering and pre-qualification programs, projects, and services that maximises the utilisation of resources.
- h. Demonstrates ability to utilise high level analytical and research skills and contemporary knowledge of government procurement policy and tendering and pre-qualification practices, issues, risks and directions to provide effective verbal and written communication.

Delegate Approval

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Name

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Signature

Date: / /