

JOB AND PERSON SPECIFICATIONS

Position Title:	Senior Procurement Adviser
Position No:	TBC
Classification Level:	ASO6
Type of Appointment:	Temporary term up to 18 December 2026
Branch:	Finance
Date Updated:	May 2025

JOB SPECIFICATION

ROLE SUMMARY

The Senior Procurement Adviser is accountable to the Manager, Finance for the provision of timely, value for money procurement and contract management services to the Electoral Commission of South Australia (ECSA) branches, applying a complexity, procurement governance, and risk management approach to meeting business needs, within South Australian Government Procurement Framework and policy parameters.

Services include providing advice and support to ECSA business units e.g. through information, tools, and templates, reviewing and/or managing higher-value, more complex procurements and providing support on strategic procurement opportunities for ECSA.

The role will work collaboratively with managers and staff of ECSA and will consult and liaise with key stakeholders from other government agencies and external service providers.

KEY RESPONSIBILITIES

- Provides timely advice and support to branches commensurate to value and complexity of procurement needs.
- Reviews and/or manages higher value more complex procurements and whole of ECSA contracts.
- Provides contract management services for nominated ECSA contracts by monitoring performance against KPIs and instituting remedial actions where required.
- Liaises with CSO, SAFA and others to negotiate timely resolution of issues.
- Assists in the monitoring of performance to measure progress towards achievement of outcomes in the ECSA Business Plans.
- Develops and communicates subject-matter expertise with respect to better practices in market approaches, tendering and contracts, procurement options and strategies.
- Identifies and implements opportunities to streamline delegations and Procurement approval and reporting processes, applying a risk-management approach.
- Maintains and communicates up to date policy and process documentation, advice, hints and tips and procurement related templates.

- Shares knowledge and supports the development of ECSA staff (in branches and central-corporate areas) in procurement and contract management acumen to meet business needs in a way that is consistent with the intent of relevant policies.
- Ensuring the provision of the highest standards of customer service to clients at all levels by modelling service excellence and by establishing and monitoring systems and standards to achieve high levels of client satisfaction.
- Be a key conduit between ECSA Finance and the Attorney-General Department (AGD).
- Participates in the preparation of responses to DTF (Procurement Services SA) on all procurement-related matters.

AGENCY RESPONSIBILITIES

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

SPECIAL CONDITIONS

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty may be required during the period of an election.

- ECSA staff will be required to work collaboratively with both internal and external staff, contractors, and service providers to ensure smooth operations of ECSA functions, in particular during election events.
- ICT staff will be required to remain current in their training related to technology and data security and understand roles and notification requirements in the event of an incident or breach.
- Some interstate and intrastate travel may be required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Qualifications

- Nil.

Personal Abilities, Aptitudes, Skills

- Proven ability to autonomously develop business cases, acquisition plans, tender packages, specifications, and evaluation plans.
- Proven ability to achieve strategic savings from procurement projects.
- Proven ability to negotiate effectively to achieve desired procurement outcomes (in challenging and/or conflict situations).
- Ability to effectively communicate verbally and in written form with all levels and disciplines within ECSA and within industry.

Experience

- Experience using a Procurement & Contract Management System (or equivalent) and data analytics to achieve procurement process or system efficiencies.

Knowledge

- Sound knowledge of South Australian Government (DTF Procurement Services SA) Procurement policies and emerging procurement directions and the implications when advising management on procurement related issues.
- Sound knowledge of tender evaluation processes, commercial negotiation, contract administration contract management and risk assessment techniques.
- Sound knowledge of project management principles and processes including initiating, managing, and formalising projects.

DESIRABLE CHARACTERISTICS

Qualifications

- Appropriate tertiary qualifications in business, commerce, accountancy, or related disciplines.

Personal Abilities, Aptitudes, Skills

- Ability to foster continuous improvement through the application of effective contract management techniques.

Experience

- High competency in using standard desk-top application software for word-processing, spreadsheets, database management and presentation development.
- Proven experience in undertaking complex procurement projects including project leadership and delivery within agreed timeframes.

Knowledge

- Nil.

Reviewed and approved by Electoral Commissioner:			
Accepted by Employee:			/ /
Name		Signature	Date