

PROCUREMENT OFFICER

Position Level: L4

Location: Perth

Effective Date: April 2024

Responsibilities

The Procurement Officer is responsible for the preparation and issue of tenders, preparation, review and negotiation of contracts, contract execution support, contract data administration, and the compilation of information to aid the Procurement Team.

Reporting

The Procurement Officer reports to the Senior Procurement Specialist.

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Bid Management and Support:	Coordination of tenders including: • Liaison with other teams to compile and issue EOI, tenders, RFP, RFQ documents. • Managing the bid processes including compiling and issuing responses to queries. • Monitoring the bid responses and bid close dates. • Draft correspondence in relation to procurement negotiations and contract management. • Participation in the tender evaluation and award of contracts. • Review of other party supplied contract terms and conditions and provide recommendations. • Assist in the negotiation and execution of standard Pilbara Ports template contracts. • Assist with the compliance aspects of procurement contract requirements. • Liaison with other teams to compile and issue Service Provider License (SPL)
4. Contract Execution Phase Support:	• Provide contract execution support for open contracts that includes insurance management, securities management and any other procurement support or advice required. • Draft correspondence in relation to procurement extension of times, delays, disputes, notices and directions.

	• Support Contract owners in relation to contract payment provisions with regards to Securities of Payments Act obligations, contract payment obligation. • Support Contract owner with variations, closeout, completion, practical completion and any contract extensions
5. Administration & Research	• Assist in the preparation of executive and board papers as requested. • Research legislation/regulations and other agreements and provide information as applicable. • Maintenance of existing system as required. • Other tasks as required when workload permits.

Selection Criteria

Qualifications:

Possession of, or progress towards a tertiary qualification in engineering, construction management and economics, quantity surveying, business, commerce or law.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- A collegiate work style, promoting trust and harmonious working relationships.
- Mindful in decision making and reflects on outcomes.

Work Related Requirements:

- Excellent attention to detail as well as the ability to identify issues & solve problems.
- Experience in contract development and administration, tendering and cost analysis.
- Professional written and verbal communication skills.
- Well-developed interpersonal skills with the ability to build productive relationships with stakeholders and customers.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card are prerequisites for positions with Pilbara Ports.