# Department of Energy, Environment and Climate Action

Position Description





## Position details

|  |  |
| --- | --- |
| **Position title:** | Senior Procurement Specialist |
| **Position number:** | 50963852 |
| **Classification:** | VPS 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed term until 27 February 2026 |
| **Group:** | Corporate Services |
| **Division & Branch:** | People and Culture Division, Workplace Services Branch |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes |
| **Reports to:** | Principal Advisor, Workplace Services |
| **Direct reports:** | No |
| **Further information:** | Rona Zhang, A/Principal Advisor, 0492 416 872 |

Position purpose

The Senior Procurement Specialist provides authoritative support and advice to the People and Culture Division across a range of procurement-related processes and systems and ensures compliance with departmental and Victorian government procurement policies and guidelines. The role requires experience in stakeholder management and regularly liaises with internal People and Culture stakeholders and contract managers, and other procurement contacts across the department. The role is responsible for responding to enquiries, monitoring supplier performance and providing advice to mitigate and respond to procurement breaches. The role requires a detail-focused person with experience in Victorian public sector procurement and strong customer service and interpersonal skills.

Context

*The Group*    
Corporate Services enables good governance and delivers efficient and effective services that meet customer needs. Together we deliver better, by working across our group and with our colleagues in other groups to deliver services across people and culture, finance and planning, information services, digital and customer communications (including the customer contact centre) and legal services.

*The Division*   
People and Culture works in partnership with groups to build a positive culture, ensure we have the right people with the right skills, develop accountable, collaborative and inclusive leaders, design an agile and adaptable organisation and build a productive and flexible workforce. Across the Operations, Organisational Development, Systems and Workplace Services teams, People and Culture is delivering service excellence underpinned by a culture of collaboration and continuous improvement.

*The Branch*   
Workplace Services is a key centre of expertise that provides strategies, frameworks and tools for wellbeing, safety and industrial relations that support the department in delivering on its corporate objectives through its people and promotes a safe working environment for all.  As the centre of expertise for wellbeing, safety, industrial relations, integrity, business partnering and end-to-end case management, the success of the team is dependent on its ability to collect and analyse information to deeply understand trends and challenges and maintains a contemporary problem solving and best practice approach.

The branch partners with groups and delivery areas to understand key risks, gaps and priorities and uses this understanding to develop proactive and innovative solutions that meet the needs of DEECA employees and business areas and align to legislative requirements and strategic priorities set by the Secretary and Executive Board.

Accountabilities

* Provide responsive and authoritative procurement and contract-related advice to key stakeholders across People and Culture, interpreting and communicating complex technical concepts to a range of audiences to ensure compliance with legislative, policy and procedural requirements.
* Review and provide assurance on written materials, including briefs, relating to procurements and contracts across People and Culture.
* Produce regular reports and analyse and communicate the data to monitor compliance and potential risks and to increase contract manager and leadership team awareness and understanding of contracts within People and Culture.
* Liaise regularly with Corporate Services’ Procurement Branch to maintain a contemporary understanding of key changes to departmental and government finance and procurement policy changes and to seek specialist advice on recommended actions for the management and resolution of potential procurement risks on behalf of the People and Culture Division.
* Build capability across key stakeholders and procurement managers in People and Culture on the processes, policies and procedures associated with procurement and contract management, including effectively communicating changes and mitigating procurement-related risks.
* To practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Demonstrated experience with Victorian Public Sector procurement practices and procedures is required.
* Proficiency in the use of the Zycus and Oracle systems or other finance and procurement applications used in government will be viewed favourably.

**Capabilities**

* **Stakeholder Management**: Identifies issues in common for one or more clients or stakeholders and uses them to build mutually beneficial partnerships. Identifies and responds to stakeholder’s underlying needs. Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.
* **Critical Thinking and Problem Solving**: Takes into account wider business contexts within People and Culture when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Innovation and Continuous Improvement:** Uses understanding of clients and stakeholders’ context and needs to design and implement systems for continuous improvement within People and Culture. Reviews and analyses internal and external information to improve effectiveness and quality of work.
* **Communicate with Impact:** Makes a positive impression on others and comes across with credibility. Communicates orally in a manner that is clear fluent and holds the listeners' attention. Able to deal with difficult and sensitive topics and questions.

Position specific requirements

|  |  |
| --- | --- |
| Financial Delegation Value | $Nil A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Manual handling * Emergency response work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)