



Position Description

Position title	Procurement Officer
Classification	APS4
Division	Corporate Services Division
Location	Brisbane/Sydney/Canberra
UPI number	APS40040
Date of approval	14 September 2021
Category	Procurement, Contract Management
Job evaluation reference	JER_268_09/21
Agency website	https://www.digitalhealth.gov.au/

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our values



Working together
collaboratively



Respect and
trust



Transparent



Accountable



Innovative

Division overview

Corporate services – responsible for bringing together our corporate enabling services so that they are coordinated, effective and mutually reinforcing.

Primary purpose of position

The APS4 Procurement Officer is accountable under general direction to undertake moderately complex contract and procurement support activities within the Agency.

They will provide guidance and assistance within the Agency to ensure procurement and contract compliance requirements are understood and that appropriate record keeping is taking place to ensure the Agency meets all mandatory procurement reporting obligations.

The APS4 Procurement Officer will organise their workflow, making decisions within defined parameters relating to their area of responsibility. They will work closely with internal and external stakeholders to provide support and advice on procurement and contract processes and the compliance and reporting requirements.

Relevant duties

1. Leadership and Accountability

- Acquire, maintain and apply a sound understanding of the procurement and contract processes and requirements within the Agency; provide support and advice to ensure work is progressed and is in compliance with the relevant Government legislation including the *Public Governance, Performance and Accountability Act 2013*, Commonwealth Procurement Rules and Agency Accountable Authority Instructions.
- Responsible for managing competing requests, demands and priorities including providing support and assistance with:
 - processing and documenting relevant procurement activities;
 - monitoring and reporting on relevant procurement and financial activities;
 - the maintenance of the Agency Contracts Register;
 - record keeping activities in compliance with Agency requirements; and
 - activities that ensure the Agency meets all mandatory procurement reporting obligations.

2. Management Diversity and Span

- Accountable for monitoring, maintaining and reporting on:
 - Agency contract register;
 - contract creation and management;
 - relevant procurement activities;
 - monthly reports to contract managers for contracts due to expire; and
 - management and distribution of contracts for execution.
- Maintain all relevant procurement and contracts documents in accordance with the Agency information and records management requirements.

3. Job Context and Environment

- Accountable to provide broad range of services relating to records and information management; applying a sound understanding of how these relate to the work area and how they may impact on the operational outcomes of the branch, division and agency.
- Provide guidance and assistance with procurement and contract activities across the Agency.
- Support contract managers with vendor administration.

4. Independence and decision-making

- Perform moderately complex work under general direction within established procurement and contract management policy, procedures and frameworks selecting the most appropriate method to complete each task.
- Make decisions within the roles delegated authority to support the development and implementation of relevant procurement policies and procedures; seeking appropriate approvals.
- Provide regular updates on key procurement and contract management activities, issues and priorities; escalate the more complex issues and contribute to the mitigation of risks and the resolution of issues and problems within areas of responsibility.

5. Stakeholder Management

- Liaise with internal and external stakeholders on moderately complex procurement and contract management requirements; building and sustaining relationships, including working closely with others as part of a team.
- Communicate with and provide information and advice to a range of stakeholders regarding procurement and contract management matters, processes and compliance requirements; resolve moderately complex enquiries from stakeholder.

Essential requirements

Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Restriction duty

N/A

Capabilities

These capabilities are in line with the Australian Public Service Commission integrated leadership system which can be found on the [Australian Public Service Commission website](#).

Qualifications

N/A