

# Role Statement



TITLE OF POSITION: Strategy Officer

CLASSIFICATION LEVEL: ASO-6

REPORTS TO: Head of Procurement Strategy

## 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 Strategy Officer is accountable to the Head of Procurement Strategy, for developing, managing and evaluating procurement strategy development programs, projects, processes and services that inform Procurement and Contracting Section and DPTI policy, operations and service delivery. The role motivates and mentors staff and coordinates resources and stakeholders to deliver strategy development and implementation services and provides expert policy advice to management and stakeholders regarding current, relevant developments and issues related to procurement strategy.

The Strategy Officer also undertakes critical, sensitive and complex research, analysis and reporting relating to key data trends and policies, resolves complex procurement strategy related issues with innovative solutions and contributes to a high standard of customer service for internal and external clients

Directorate:  
Position Number:  
ANZCO Code:  
Location: #11511429  
Version 1.1 (16/5/2017)



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Key Outcomes of the Role

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

- a. Develops, manages and evaluates procurement strategy development programs, projects, processes and services that inform Procurement and Contracting Section and DPTI policy, operations and service delivery.
- b. Motivates and mentors staff and coordinates resources and stakeholders to deliver strategy development and implementation services.
- c. Resolves complex procurement strategy related issues with innovative solutions that are consistent with DPTI objectives and impact aspects of State, regional and local programs.
- d. Undertakes critical, sensitive and complex research, analysis and reporting relating to key data trends and policies that impact on successful completion and implementation of strategic plans, programs, and services.
- e. Provides expert policy advice to management and stakeholders regarding current, relevant developments and issues related to procurement strategy programs, projects, systems and services.
- f. Manages critical, sensitive and complex information and consultation processes with stakeholders, vendors, goods and services providers and across government agencies.
- g. 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.
- h. Contributes to 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. Understands Aboriginal and Torres Strait Islanders cultural issues and addresses access barriers to their participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours 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. Drives 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. Delivers customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex procurement strategy matters.
- e. Significant experience in efficiently managing resources to develop, deliver, evaluate and improve procurement strategy development and implementation programs, projects, systems, policies, services and staff performance.
- f. Demonstrates commitment and accountability to the requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- g. Works under broad direction, independently or as part of a team, and applies well-developed procurement and business analysis knowledge, and knowledge of related Agency and government policy, prioritises, plans and coordinates activities, implements change and mitigates risk.
- h. Engages high level analytical and research skills to evaluate complex information, provide expert advice, understand social, economic and commercial factors, manage competing priorities, meet deadlines and write concise reports with recommendations.

Delegate Approval

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Name

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Signature

Date:     /     /