



## POSITION DESCRIPTION

### PROBITY AND PROCUREMENT OFFICER (FULL-TIME – 12 MONTHS)

#### OVERVIEW

<b>PROGRAM</b>	Strategy and Performance
<b>POSITION REPORTS TO</b>	Manager – Governance, Performance, Quality and Safety
<b>DIRECT REPORTS</b>	Nil
<b>IDENTIFIED POSITION</b>	<b>NO, but Aboriginal Applicants strongly encouraged to apply</b>
<b>DATE PREPARED</b>	13 January 2022

#### ORGANISATION CONTEXT:

##### Vision

Aboriginal Housing Victoria's (AHV) vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and /or Torres Strait Islander people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing and homeless policy lead in the Victorian Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

##### Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

**Respect and support** for Aboriginal identity and culture and for our tenants and stakeholders

**Striving for excellence** through leadership in Aboriginal housing and best practice service delivery

**Integrity, trust and honesty** in all our business activities

**Collaborative relationships** with our community, tenants, government and stakeholders

**Kindness, compassion courtesy and dignity** in our relationships with our clients, our stakeholders and with each other

AHV is also committed to promoting and protecting the interests and safety of children.

## **TEAM INFORMATION:**

The Governance, Performance, Quality and Safety team, within the Strategy and Performance Unit ensures effective corporate governance and operations through coordinated control over and integration of organisation wide governance activities.

## **PURPOSE OF THE POSITION:**

The purpose of the Probity and Procurement Officer is to develop a procurement governance framework for AHV. A procurement governance framework establishes processes, authorities, accountabilities and relationships for the organisation to manage an efficient and effective procurement function. It establishes the structure, processes and roles that drive organisational performance, improve procurement practice, reduce risk and promote value for money; and it ensures compliance with AHV policies.

The Probity and Procurement Officer will oversee the planning, development, and delivery of a diverse range of procurement services that achieve AHV's goals, financial targets, probity, compliance and business requirements.

This position works closely with the Quality, Risk and Compliance Officer, whose role is to coordinate the development, implementation and evaluation of AHVs Organisational Quality and Safety framework (OQS).

The Quality and Safety frameworks relevant to this role will include:

- Risk Management
- Continuous Quality Improvement
- Governance
- Planning Management
- Compliance Management

The remaining elements of the Quality and Safety Framework (such as Human Resources, Finance, ICT/IM etc) will be managed externally to the role, but the Probity and Procurement Officer will be tasked with assisting the Quality Risk and Compliance Coordinator in linking all elements together.

This role will support AHV in its contribution to self-determination and self-management by ensuring that the organisation is able to formalise and systematise all aspects of its OQS.

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## **KEY RESPONSIBILITIES**

- Map and analyse AHV procurement activity, develop a procurement activity plan, outlining forecasted procurement activity across AHV and implement procurement strategies that deliver optimal outcomes in line with AHV policies and strategic objectives and budgetary limits.
- Identify major procurement categories and undertake a complexity and capability assessment, to determine if the appropriate governance structures, policies, procedures, practices, systems and probity are in place, in order to effectively manage the scope and complexity of procurement activities.
- Develop, implement and maintain an organisation wide procurement governance framework to monitor, manage and drive procurement performance, ensure compliance with AHV policies and frameworks and realise value-for-money outcomes.
- Provide expert and authoritative advice to key stakeholders on all aspects of procurement strategy and practice to promote the benefits of effective procurement management and to build enhanced procurement capability and performance across the organisation.
- Promote the skills and competency development of staff at all levels across the organisation, in relation to procurement and purchasing, including training development and knowledge management capabilities.
- Identify any gaps in the AHV Probity and Procurement Policy and procedure documents and the AHV Contract Administration and Management Policy and procedure documents and oversee the established policy revision process, including the submission of the policy documents to the Board for approval.

- Ensure a robust probity and diligent process in dealing with AHV’s tenders and provide high quality and accurate advice in the review and negotiation of contracts.
- Establish indicators and metrics to capture and report the performance of key procurement activities and conduct quantitative and qualitative analysis and expenditure reporting to guide procurement, contract management and supplier relationship management.
- Access, collate, analyse and present a variety of data and other information to inform best practice procurement approaches, with a potential focus on large construction projects, and implement improvement initiatives in consultation with stakeholders.
- Foster strong collaborative partnerships with key suppliers that reduce costs, increase value and promote innovation and sustainable practices.

**QUALIFICATIONS AND LICENCES**

- Relevant tertiary qualifications, in business or equivalent
- Specialist/Post Graduate qualification or demonstrated relevant experience.
- Extensive experience in a designated procurement position.
- Member of the Chartered Institute of Procurement and Supply - Preferred
- Current Victorian Driver’s Licence

**KEY SELECTION CRITERIA**

- Awareness and appreciation of Australian Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australia and the diversity of circumstances of Indigenous people.
- Demonstrated commercial and business management acumen, critical thinking and problem solving, judgement and initiative required for the planning, development and management of complex procurement projects.
- Demonstrated experience in carrying out effective procurement principles & processes, contracting and contract management to achieve high quality and risk compliant outcomes.
- Ability to work independently to plan, organise and prioritise tasks to ensure work is completed efficiently and effectively and the ability to work collaboratively and effectively as part of a team in a professional and ethical manner under pressure and to tight deadlines
- Excellent influencing, negotiation, communication - verbal and written – and interpersonal skills leading to productive stakeholder relationships.
- Demonstrated experience in continuous improvement and innovation to deliver efficient and effective procurement, contracting and contract management processes.
- Demonstrated experience in people leadership skills in driving a culture of integrity and high-performance standards that enable successful achievement of the organisation’s corporate and business plans and objectives.
- Proven issue identification, analytical and research skills, problem solving skills and a demonstrated ability to develop innovative, sensitive and practical solutions and provide strategic advice to complex issues.

**EMPLOYMENT CONDITIONS**

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- A current National Police Records Check and Working with Children Check are required.
- Hold a COVID-19 Vaccination Certificate or a Vaccination Exemption certificate.
- Attend mandatory and other training as required.

**APPROVED BY DIRECTOR:** .....

**ACCEPTED BY STAFF MEMBER:** .....

**DATE:** .....