

Position Title: Manager Procurement and Contract Management

Position Details

Position Number	1208
Position Classification	Level 12/1 – 12/7
Status	Permanent – Full Time
Directorate	Corporate and Commercial
Work Location	Administration Building
Reports To	Director Corporate and Commercial
Supervisory Responsibility	Coordinator Procurement and Contract Management (direct) 2 x Procurement and Contract Management Officers (indirect)

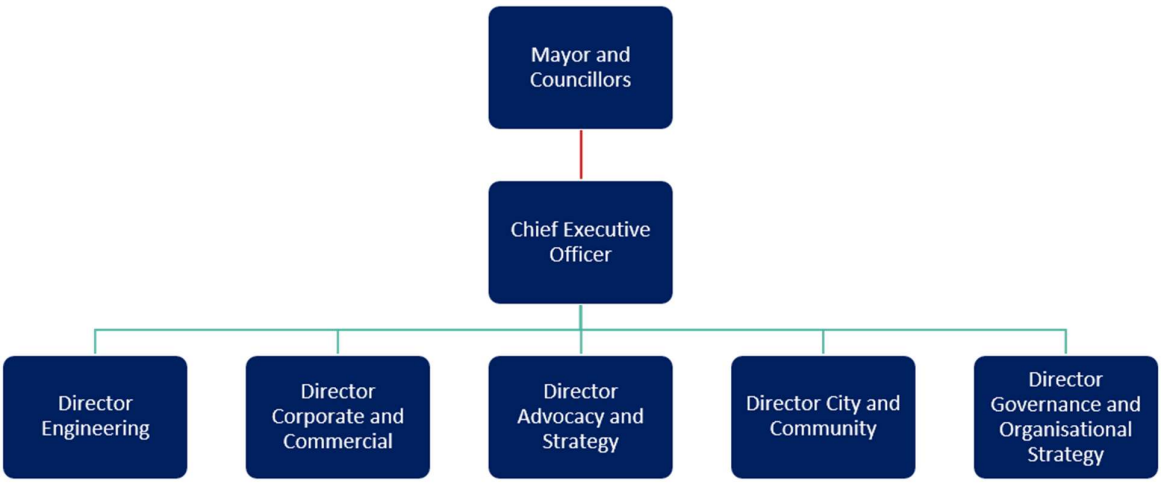
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- **A** **Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- **C** **Collaboration** We work together with shared purpose to achieve common goals.
- **T** **Teamwork** We support one another, celebrate success and grow stronger together.
- **R** **Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **I** **Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- **T** **Transparency** We communicate openly, share information freely and foster trust.
- **E** **Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we *ACTRITE.*

Position Overview and Purpose

The Manager Procurement and Contract Management is responsible for leading the City's procurement and contract management function, ensuring procurement activities are well governed, commercially sound, compliant and support the effective delivery of City services. The role provides strategic advice and oversight across procurement, tendering, contract management and supplier management, while building organisational capability and promoting consistent and effective procurement and contract management practices across the City.

As a member of the City's management team, the position provides leadership to the Procurement and Contract Management team, contributes to organisational priorities and culture, and drives continuous improvement across the function.

Position Accountabilities

Key accountabilities

- Lead the City's procurement and contract management function, providing professional and expert advice and guidance across the organisation.
- Develop, maintain and continuously improve procurement and contract management policies, procedures, systems and controls.
- Ensure procurement and contract management practices comply with relevant legislative, policy and governance requirements.
- Identify and manage significant procurement and contractual risks and provide appropriate reporting and advice.
- Lead and oversee significant procurement and tender activities, including the development and establishment of panel and strategic supply arrangements, ensuring appropriate planning, evaluation, governance and documentation.
- Support business units to determine and implement appropriate and proportionate procurement methods having regard to legislative and policy requirements, value, risk, complexity and operational needs.
- Promote sustainable, ethical and transparent procurement practices and positive relationships with suppliers and local businesses.
- Develop, lead and continuously improve the City's contract management framework and provide active, practical support to contract owners throughout the contract lifecycle.
- Partner with contract owners to manage supplier performance, contractual obligations and risk by providing expert advice, preparing contractual correspondence and engaging with suppliers as required.
- Build procurement and contract management capability across the organisation through training, practical guidance, tools and ongoing support.
- Identify and implement improvements to procurement and contract management practices, processes and systems.
- Lead and develop the Procurement and Contract Management team, establishing clear priorities, expectations and standards of service.
- Contribute positively to organisational culture, collaboration and continuous improvement.

Key Performance Indicators

- Procurement and contract management frameworks, procedures and systems are maintained, reviewed and continuously improved.
- Procurement and tender activities are effectively managed in accordance with legislative, policy and governance requirements.

- Contracts are actively managed, with timely and practical support provided to contract owners to address supplier performance, contractual risks and issues.
- Organisational procurement and contract management capability is strengthened through training, guidance and ongoing support.
- Procurement and contract management improvement initiatives are delivered in accordance with agreed priorities and timeframes.

Judgement & Decision Making

- Exercise sound professional judgement and make decisions within delegated authority, legislative requirements and Council policy.
- Provide professional advice and guidance on procurement, tendering and contract management matters, including complex or higher-risk issues.
- Independently manage competing priorities and determine appropriate procurement and contractual responses, escalating significant legal, commercial or organisational risks where required.
- Work collaboratively with contract owners and other stakeholders to resolve procurement, supplier and contract management issues and achieve practical outcomes.
- Strong commercial judgement, negotiation, problem-solving and stakeholder management skills.

Skills & Knowledge

- Relevant qualification and/or substantial demonstrated experience in procurement, contract management, commercial management, business, law or a related discipline.
- Strong knowledge and practical application of procurement legislation, regulatory requirements and governance frameworks, with the ability to determine an appropriate and proportionate procurement method having regard to the nature, value, risk and complexity of the requirement.
- Strong knowledge and practical experience in procurement, tendering and contract management, including supplier performance, contractual obligations, variations, breaches and dispute management.
- Demonstrated ability to provide practical advice, share specialist knowledge and build procurement and contract management capability across an organisation.
- Demonstrated leadership and people management capability, including the ability to develop, mentor and build the capability of team members and create a knowledgeable and effective team.
- Current satisfactory National Police Clearance and WA “C” Class driver’s licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate success and grow stronger together.
- **Respect** – We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** – We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** – We communicate openly, share information and foster trust.
- **Excellence** – We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City’s Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.

- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.