



Government of **Western Australia**
Department of **Treasury and Finance**

Procurement Job Description Form (JDF) template suite

Western Australian public sector

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Acknowledgement of Country

This report was prepared by the Department of Treasury and Finance on the traditional Country of the Wadjuk people of the Noongar Nation.

Department of Treasury and Finance respectfully acknowledges the Traditional Custodians of Country throughout Western Australia and their continuing connection to Country, Culture and Community.

We pay our respects to all members of Western Australia's Aboriginal communities and their cultures and to Elders past and present.

We acknowledge and pay tribute to the strength and stewardship of Aboriginal people in sustaining the world's oldest living culture and value the contribution Aboriginal people make to Western Australia's communities and economy.

We recognise our responsibility as an organisation to work with Aboriginal people, families, communities, and organisations to make a difference and to deliver improved economic, social and cultural outcomes for Aboriginal people.

Further information relating to this report may be obtained by emailing
ProcurementCapability@dtf.wa.gov.au

Contents

Purpose	1
How to use this suite	1
Procurement role templates	2
Alignment to the Procurement Capability Matrix	3
Relationship with the CPO Success Profile	3
Tailoring guidance	3
Role 1: Procurement support officer	4
Role purpose	4
Work description	4
Work-related requirements	5
Essential	5
Desirable	5
Role 2 – Procurement practitioner	6
Role purpose	6
Work description	6
Work-related requirements	7
Essential	7
Desirable	7
Role 3 – Procurement specialist	8
Role purpose	8
Work description	8
Work-related requirements	9
Essential	9
Desirable	9
Role 4 – Procurement leader	10
Role purpose	10
Work description	10
Work-related requirements	11
Essential	11
Desirable	11

Job Description Form template suite – procurement roles

Purpose

The Procurement Job Description Form (JDF) Suite provides consistent, capability-aligned role templates for procurement positions across the Western Australian public sector.

The purpose of this suite is to:

- support consistent and defensible procurement role design;
- assist agencies with recruitment, classification and role clarity;
- reduce variation in how procurement capability is defined and applied: and
- enable workforce mobility across agencies.

This suite aligns with the Procurement Capability Matrix (PCM).

How to use this suite

The templates may be used to support:

- recruitment and selection;
- creation, review or reclassification of procurement positions;
- organisational restructures or operating model changes; and
- performance and development conversations.

Each template includes:

- a role purpose;
- work description; and
- work-related requirements.

These are designed to be broadly applicable across agencies, with minimal tailoring required.

Use of the templates is not mandatory. However, agencies are strongly encouraged to apply the content directly when creating or updating procurement JDFs.

Procurement role templates

This suite includes four base procurement role templates, aligned to distinct role types under the Procurement Capability Matrix (PCM):

1. Procurement support officer

Provides administrative, coordination and purchasing support across procurement activities, including straightforward low-risk purchasing under supervision and administrative support to higher-value or higher-risk procurements led by others.

2. Procurement practitioner

Led and undertake medium-risk procurements, and provide administrative, coordination and procurement support to practitioners and specialists across the planning and contract formation phases in high-risk procurements, in accordance with approved processes and templates.

3. Procurement specialist

Leads complex or high-risk procurements and provides expert advice on procurement strategy, risk, governance and market engagement. May supervise others and provide technical oversight.

4. Procurement leader

Provides functional or portfolio-level leadership for procurement. Accountable for governance, assurance and capability maturity, and provides advice to senior executives.

Whole-of-agency Chief Procurement Officer (CPO) responsibilities are addressed separately through the CPO Success Profile.

Note: Where a role includes material post-award contract management responsibilities, refer to the Contract Management JDF Template Suite for contract management content, and use this suite for pre and at award responsibilities.

Agencies should select the template that best reflects the level of judgement, complexity and accountability required, rather than relying on job titles or classifications alone.

Alignment to the Procurement Capability Matrix

All templates in this suite are aligned to the PCM, which defines the expected procurement capability, judgement and lifecycle coverage at different role types.

The JDF templates:

- translate capability expectations into role descriptions;
- do not duplicate or restate PCM content; and
- should be read and applied in conjunction with the PCM.

Relationship with the CPO Success Profile

The Procurement Leader template describes functional or portfolio-level procurement leadership within an agency. It does not describe the Chief Procurement Officer role. In agencies where the Procurement Leader also carries whole-of-agency CPO responsibilities - which is common in smaller or less complex agencies - the CPO Success Profile and Guidelines for Measuring CPO Success should be read alongside this template.

The CPO Success Profile sets out the strategic leadership expectations, performance indicators and professional development guidance that apply at that level. The JDF template and the CPO Success Profile are complementary: the template supports recruitment and role design, the Success Profile supports performance and development once in the role.

Tailoring guidance

These templates are designed to be used largely as-is.

In most cases, agencies should only tailor:

- the procurement category or business context (e.g. ICT, works, corporate, community services);
- the operating model (centralised, embedded or hybrid); and
- whether the role covers procurement only, or procurement with limited post-award responsibilities.

Agencies should avoid:

- adding extensive task lists;
- combining multiple role types into a single position;
- unintentionally upgrading lower-level roles by adding responsibilities that properly belong to a higher role type – for example, inserting ‘specialist’ or ‘strategic’ responsibilities that sit outside the selected role type; or
- duplicating capability descriptions already defined in the PCM.

If specialist procurement capability is required (for example, ICT, works or commissioning), agencies should apply the appropriate base role template first, then modify as needed.

Role 1: Procurement support officer

Indicative PSA Level: ≤ 3

Role purpose

Provides administrative, coordination and purchasing support across procurement activities, including straightforward low-risk purchasing under supervision and administrative support to higher-value or higher-risk procurements led by others. The role supports fair, transparent and defensible procurement outcomes by applying established processes, maintaining accurate records, and escalating issues outside delegated authority.

Work description

- Support and undertake purchasing activities for straightforward, low-risk requirements.
- Provide administrative and coordination support to procurement practitioners and specialists across the planning and contract formation phases, in accordance with approved processes and templates.
- Prepare, manage and maintain procurement documentation, records and registers to support transparency, probity and auditability.
- Use approved procurement and financial systems accurately to record approvals, documentation and outcomes.
- Assist procurement practitioners and specialists by providing coordination and administrative support across procurement activities.
- Respond to straightforward procurement enquiries from internal stakeholders, referring more complex matters to practitioners or specialists as required.
- Identify and escalate unclear, higher-risk or non-standard requirements, issues or probity concerns.
- Maintain integrity and professionalism in interactions with suppliers and internal stakeholders.
- Participate in structured induction and foundational professional development aligned to the PCM and agency capability priorities.

Work-related requirements

Essential

- Demonstrated experience in an administrative or coordination role, maintaining accurate records and following structured processes.
- Ability to organise workload and meet deadlines.
- Clear written and verbal communication skills.
- Demonstrated commitment to integrity, fairness and ethical conduct when handling information, documentation and stakeholder interactions.

Desirable

- Experience supporting contract development, administration or project management activities.
- Familiarity with government or corporate systems and processes.
- Progress towards or completion of a Diploma in Procurement and Contract Management (or equivalent) or demonstrated commitment to professional development.

💡 Recruitment note: Entry-level procurement roles often attract candidates with strong administration, coordination or customer service backgrounds.

Selection should prioritise learning capability, attention to detail and integrity over technical procurement experience.

Role 2 – Procurement practitioner

Indicative PSA Level: 4–5

Role purpose

Delivers medium-value and medium-risk procurement activities in accordance with the Western Australian procurement framework and agency governance requirements.

The role applies professional judgement within established delegations to achieve value-for-money outcomes, manage risk proportionately, and support fair, transparent and defensible procurement decisions.

Work description

- Lead medium-risk or medium-value procurement activities in accordance with approved processes and delegations.
- Support high-value or high-risk procurement activities led by specialists, including contributing to market analysis, documentation and evaluation processes as directed.
- Work with stakeholders to define procurement requirements and select appropriate procurement approaches within policy settings.
- Conduct structured market analysis and engagement activities to inform procurement planning and approach.
- Prepare clear and complete Request documentation, including specifications, evaluation criteria and pricing schedules.
- Facilitate or participate in evaluation processes, ensuring probity, documentation integrity and defensible recommendations.
- Support negotiations within delegated authority and escalate complex or high-risk matters appropriately.
- Maintain complete and auditable procurement records in approved systems.
- Provide sound procurement advice to internal stakeholders within established policy and governance frameworks.
- Actively develop procurement capability through performance development planning, formal training and applied experience, and support less experienced staff through knowledge sharing and guidance.

Work-related requirements

Essential

- Demonstrated experience delivering procurement activities in a public or corporate environment, applying governance, probity and value-for-money principles.
- Demonstrated analytical and critical thinking skills, with the ability to assess information and make sound, evidence-based decisions.
- Demonstrated ability to manage multiple priorities, meet deadlines and produce clear, accurate written documentation across a range of tasks.
- Clear communication and stakeholder engagement skills.
- Demonstrated commitment to integrity, accountability and ethical conduct in procurement activities.

Desirable

- Familiarity with the Western Australian procurement framework and relevant agency systems.
- Progress towards, or completion of, a relevant qualification in procurement, commerce, law or business, or demonstrated commitment to professional development.

💡 Recruitment note: In many agencies, this role acts as the bridge between operational teams and procurement leadership.

Strong communication skills and the ability to manage competing demands are key selection considerations.

Role 3 – Procurement specialist

Indicative PSA level 6–7

Role purpose

Leads complex, high-value or high-risk procurement activities in accordance with the Western Australian procurement framework and agency governance requirements.

The role provides expert commercial, governance and risk advice, ensuring procurement decisions are defensible, proportionate and aligned to organisational priorities. The role may also include supervising or providing technical direction to less experienced procurement staff.

Work description

- Lead complex, high-value or high-risk procurement activities from planning through to contract formation.
- Shape procurement strategies and commercial approaches proportionate to risk, complexity and market conditions.
- Conduct advanced market analysis and lead structured market engagement activities within probity requirements.
- Develop and approve complex Request documentation, evaluation methodologies and commercial frameworks.
- Lead evaluation processes and negotiations within approved parameters, ensuring recommendations are evidence-based and defensible.
- Provide expert procurement and commercial advice to senior stakeholders on risk allocation, governance compliance and procurement strategy.
- Provide procurement and commercial advice to support contract establishment, transition and management activities, including risk allocation and variation management, as required
- Identify and manage procurement risks, probity considerations and integrity issues escalating where required.
- Ensure procurement documentation, approvals and decisions are complete, accurate and audit-ready.

- Provide technical oversight, coaching and quality assurance to practitioners and support officers.
- Maintain and deepen professional expertise through ongoing development and contribute to capability uplift through coaching, mentoring, guidance and sharing of good practice.

Work-related requirements

Essential

- Demonstrated experience leading complex, high-value or high-risk procurements, applying sound commercial judgement, risk management and governance principles.
- High-level written communication and demonstrated ability to provide expert advice, influence outcomes and manage relationships with senior stakeholders in complex or sensitive environments.
- Demonstrated ability to lead procurement teams including providing technical oversight and guidance.
- Demonstrated commitment to integrity, transparency and defensible decision-making.

Desirable

- Tertiary qualification in procurement, commerce, law, project management or a related field.
- Membership or working towards certification with a recognised professional body (e.g. CIPS).
- Experience supervising or mentoring procurement staff.

💡 Recruitment note: Selection should focus on evidence of leading complex procurement outcomes, strength of commercial judgement and the ability to influence and manage risk proportionately.

Role 4 – Procurement leader

Indicative PSA level: ≥ 8

Role purpose

Leads a procurement function, ensuring governance, capability and performance align with organisational objectives and the Western Australian procurement framework. Champions workforce capability and professional development aligned to the Procurement Capability Matrix.

The role provides authoritative advice to senior executives and oversees procurement practice to ensure decisions are strategic, compliant, proportionate and defensible.

For agencies where this role carries whole-of-agency CPO responsibilities, refer to the CPO Success Profile for additional guidance on leadership expectations, performance indicators and professional development.

Work description

- Lead the procurement function including governance frameworks, processes and performance oversight. Provide authoritative procurement and commercial advice to the agency executive and senior leaders.
- Contribute to the agency's strategic and business planning processes and manage procurement resources, functions and workforce capability.
- Oversee complex or high-risk procurements across planning, market engagement, Request development, evaluation and contract formation, and provide strategic direction on commercial approach and risk allocation.
- Ensure procurement decisions comply with the *Procurement Act 2020*, applicable Procurement Directions (including the Western Australian Procurement Rules), relevant agency-specific directions and associated delegations.
- Establish and maintain assurance mechanisms to support transparency, probity and defensible decision-making.
- Monitor procurement performance, risks and trends, and provide reporting to executive and governance forums as required.
- Lead procurement workforce capability uplift aligned to the Procurement Capability Matrix (PCM), including role clarity, professional development and succession planning.

- Represent the agency in cross-agency procurement forums and contribute to whole-of-sector initiatives.
- Foster a culture of integrity, accountability and continuous improvement in procurement practice.
- Actively maintain professional currency in procurement governance, commercial strategy and changes to the Western Australian procurement framework.

Work-related requirements

Essential

- Demonstrated experience leading a procurement or commercial function in a complex public or corporate environment, including overseeing complex, high-value or high-risk procurement activities.
- Demonstrated strategic thinking and sound judgement, and the ability to provide authoritative advice to senior executives on procurement governance, risk and strategy.
- Demonstrated ability to establish and manage governance frameworks, assurance processes and performance monitoring mechanisms.
- Demonstrated leadership capability, including building team capability and fostering a culture of integrity and accountability.

Desirable

- Extensive experience within the Western Australian public sector procurement framework.
- Strong understanding of data analytics, supplier performance and contemporary procurement strategy trends.
- Relevant tertiary or postgraduate qualification (e.g. MBA, commerce, law or public administration).
- Membership of a recognised professional body.

💡 Recruitment note: Focus assessment on evidence of functional leadership impact, governance strength, capability uplift and the ability to provide strategic procurement advice at executive level.