Role Statement

Procurement Administration Officer

Classification Level:	ASO3	Agency:	Office for Recreation, Sport and Racing
Position Number:	P70762	Division:	Strategy and Investment
Direct Reports:	0	Business Unit:	Governance Risk and Procurement
ANZSCO Code:	591113	Reports to:	Procurement and Contract Services Lead
Date Updated:	Sep 2026	Location:	Mile End

Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead South Australian Government agency for sport, active recreation and racing. ORSR supports sport and recreation organisations, local government, and the community by providing leadership and support through the development and delivery of funding, policy, programs, infrastructure planning and management, and high-performance pathways.

Division

The **Strategy and Investment** division plays a central role in strengthening ORSR's performance, reputation and strategic direction. Through its communications function, it enhances the organisation's profile and public presence, while its business operations and governance teams provide specialised corporate support and advice. Informed by market intelligence, research and evaluation, the division generates industry insights which shape strategy and improve sector outcomes. The funding services team administers the Sports Vouchers Plus program and manages the assessment and allocation of grants across one off, term and ongoing programs that support industry priorities. The division also leads commercial and partnership opportunities that leverage ORSR's assets to drive sustainable revenue and maximise value.

Role Overview

The Procurement Administration Officer is accountable to the Procurement and Contract Services Lead for providing efficient and effective administrative support to the Procurement and Contract Services Team and the Procurement Oversight Committee.

The Procurement Administration Officer is responsible for providing confidential and accurate administrative support and ensuring compliance with both the Agency's and the Government's standards, policies and procedures.

Key Outcomes of the Role

The Procurement Administration Officer is required to fulfill the provision of a range of significant activities of critical importance to the corporate objectives and performance of the Agency, including the following:

- Provide efficient and effective administrative support to the Procurement and Contracts Services Team.
- Administer and coordinate the updating and status verification in the Agency's procurement and contract management systems, Procurement SA, Procurement and Reporting System (PARS) and any other such systems as required.
- Provide initial point of contact for the Procurement and Contracts Services Team and work with internal teams to ensure effective handling of their enquiries.
- Perform general administration tasks and duties pertaining to operation of the Procurement and Contracts Services Team.
- Provide administrative and coordination support to the Chair of the Procurement Oversight Committee.
- Contribute to problem resolution and assisting in the preparation of business and system documentation, including the review and maintenance of the procurement and contract management templates.
- Ensure end users receive high quality and responsive support for business applications and processes.
- Review, maintain and proactively following up actions from the contract register and related business systems to ensure timely procurement and management of contractual obligations.

Special Conditions and Essential Requirements

- This role has been classified as a position of trust. The incumbent is subject to a satisfactory Nationally Coordinated Criminal History Check in line with Agency policies and procedures.
- This role has been classified as a position of trust, and a 'prescribed position' under the *Child Safety (Prohibited Persons) Act 2016*. The incumbent is subject to a satisfactory Department of Human Services Working With Children Check (WWCC) in line with departmental criminal history screening policies and procedures.

Qualifications / Licences

Desirable

- Demonstrated understanding of government procurement and contract management.

Person Capabilities

- Knowledge of SA Government procurement processes and policies.

- Proven experience in utilising the PARS system, including high proficiency in Microsoft Suite of applications including word processing, spreadsheets and formatting for document and report writing.
- Experience in the use of electronic databases, undertaking data entry and supporting multiple business systems in a large or complex environment.
- Experience in maintaining and organising data and editing, preparing, and formatting documents to a high standard, including spreadsheets, reports, publications and correspondence.
- Experience using a records management system to save and retrieve documents.
- Experience in the preparation and analysis of data or numerical reports.
- Proven experience providing and coordinating the delivery of high-level administrative and Executive Officer committee support, including the preparation of formal documents for meetings including correspondence, minutes, agendas, and action plans.
- Experience working as an effective team member and contributing to a cooperative team environment.
- Experience in relationship management and liaising with a range of internal and external stakeholders.
- Successful record of identifying customer needs and delivering high level of customer service.
- Sound project and time management skills and the ability to successfully manage work pressures and competing deadlines.
- Proven ability to work under limited direction, independently or as part of a team.

Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- Keeping accurate and complete records of business activities in accordance with the State Records Act 1997.
- Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

Delegate Approval

Name Signature

Date: / /

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