Role Statement

Procurement and Contract Services Lead

Classification Level:	ASO7	Agency:	Office for Recreation, Sport and Racing
Position Number:	P70760	Division:	Strategy and Investment
Direct Reports:	1	Business Unit:	Governance Risk and Procurement
ANZSCO Code:	132111	Reports to:	Manager, Governance, Risk and Procurement
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 position is accountable to the Manager, Governance, Risk and Procurement for the leadership of the Agency's procurement and contracts functions and resources to successfully deliver results that align to the strategic objectives of the Agency and support a coordinated organisation wide framework.

The Procurement and Contract Services Lead is responsible for providing expert advice and leadership and ensuring that any risks and issues are identified and effectively managed and is accountable for ensuring compliance with both the Agency's and the Government's standards, policies and procedures.

Key Outcomes of the Role

The Procurement and Contract Services Lead is required to lead the provision of a range of significant activities of critical importance to the corporate objectives and performance of the Agency, including the following:

- Lead and manage a small team that delivers procurements and contracting activities of importance to the Agency.
- Provide expert technical advice and support in line with the *South Australian Government Procurement Framework*, *Treasurer's Instruction 18* and *Procurement Governance Policy*, including effective implementation and management of the Agency's procurement framework.
- Initiate and manage designated procurement and contracts of importance to the Agency, including the monitoring and tracking of execution, and applying high-level risk management techniques to effectively manage and minimise risk.
- Exercise high levels of procurement expertise to manage the day-to-day operational and tactical aspects of multiple or large scale procurements and contracts, and review high level deliverables across these activities.
- Ensure high level engagement with stakeholders both within government and external organisations, businesses and community, including in team and client meetings, so that linkages and dependencies are widely known and to ensure understanding and commitment across procurements and contracts.
- Use independent judgement and detailed knowledge to provide information, including sensitive information, and high level advice to the Manager, Governance, Risk and Procurement and to support the Director Corporate, Strategy and Governance in the role of the Chair, Procurement Oversight Committee to enable fully informed and timely decision-making.
- Lead the development of robust and evidence-based procurement and contract activities and establish and maintain effective contract management relationships with suppliers to ensure that resources and services are appropriately managed and delivered in accordance with agreed contractual terms and conditions.

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

Essential

- Extensive experience in leading complex procurement and contract management at a senior level.

Desirable

- Relevant tertiary qualifications and/or professional procurement certification (e.g. CIPS, MCIPS).
- Experience in government procurement and contract management.

Person Capabilities

- Demonstrated experience in applying expert procurement and contract knowledge to effectively lead and undertake complex activities, which have critical importance and significant impact on organisational objectives.
- Extensive experience in providing high-level advice on procurement and contracting issues and the ability to use judgement to make recommendations and decisions reflecting needs to internal clients.
- Track record of facilitating teams through the end-to-end procurement process, from identification of spend patterns, identification of business needs, translation of those needs into appropriate procurement objectives, and developing effective procurement strategies that support the realisation of the business needs.
- Knowledge of the South Australian Government Procurement Framework, Procurement Governance Policy and associated requirements and an ability to convey this knowledge to others.
- Proven ability to lead complex procurements that encompass a diverse range of stakeholders with varied needs, to successful completion, including negotiation, problem resolution and decision-making competency.
- Experience in presenting the information in ways that support appropriate interpretation to support better business decisions
- Demonstrated experience in effectively leading and managing staff to foster initiative, promote teamwork, focus on business objectives, and deliver on agreed scope and timeframes.
- Proven strong communication skills, both written and verbal.
- Demonstrated ability to identify strategic and operational issues, think laterally and apply analytical, qualitative and research skills to develop appropriate creative strategies for resolution.
- 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: / /

....