

ROLE DESCRIPTION



Procurement Officer

	Campus: Flexible Region: Corporate		Closing date: 5:00pm 26 October 2026
	Business Unit: Procurement and Purchasing		For further information, please contact: Contact name: Rob Swan Role: Procurement Team Leader Email: Rob.Swan@tafeqld.edu.au Or check out our <u>Applicant Information Guide</u>
	Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland (TAFE Services Employees) Certified Agreement 2025 Classification Level: AO4 Salary: \$95,173.71 - \$104,304.97 per annum, plus superannuation contributions of 12.75% of your salary		
	Status: Temporary full-time		Winner: Queensland Large Training Provider of the Year 2024
	Job ad reference: TQ2026-1036	 Veteran Employment Supporter	

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values, we continue to strengthen TAFE Queensland's reputation as a leading provider of high quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Procurement Officer, you will:

- Provide professional advice on procurement best practice and undertake the procurement process for a diverse range of goods and/or services for clients, including information technology.

This position reports to the Procurement Team Leader.

Key responsibilities

- Procure goods and services effectively and efficiently within the bounds of the Queensland Procurement Policy and TAFE Queensland Procurement and Purchasing Policy, Procedure, Framework and associated templates, with a regard to cost effectiveness, timeliness, quality, fairness and compliance with specifications and with an emphasis on client satisfaction.
- Assist with procurement planning, including supplier research, market analysis, risk analysis and strategy development.
- Development and structuring of requests for quote and invitations to offer, evaluation criteria and administering the offer process, including the evaluation documentation, negotiation and drafting of contracts and contract management.
- Assist with the development of purchasing practices, guidelines and work instructions to align with agencies strategic and operational planning.
- Exercise a purchasing delegation in accordance with the prescribed delegation, rules and accountabilities for this position.
- Undertake forward procurement planning, including spend analysis and client meetings to gather information.
- Assist with the development of contract management documentation and advice to ensure contract owners effectively manage supplier performance and contract value.
- Monitor, analyse and undertake regular audits of all Purchasing methods to ensure efficient practices and compliance with Departmental and State Purchasing Policies
- Provide accurate and timely advice and assistance to clients in relation to all aspects of the procurement and purchasing process.
- Investigate and initiate improvements in purchasing methodologies to minimise cost and maximise efficiencies, and improvement in business processes and practices.
- Provide high level support to the Procurement Team Leader and provide support within the Procurement Team.
- Undertake research and development on matters relating to business functions, ensuring day to day activities align with business operations.
- Contribute to the success of transformation and cultural change through promoting and modelling the values of Safety First, Working Together, Focusing on our Customer, Taking Responsibility and Showing Initiative.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

- Demonstrated ability to successfully plan and deliver end-to-end procurement processes, including Invitations to Offer (ITO), Requests for Quotation (RFQ), evaluation, award, and contract development. This includes procuring from standing offer arrangements or panels across a broad range of industries and product types.
- Demonstrated ability to work effectively in a team environment, including analysing work practices and systems, providing on the job training and contributing to the development of staff.
- Well-developed communication, consultation, liaison and interpersonal skills with the ability build and maintain positive working relationships with clients, stakeholders, staff and management and to provide

advice to the same in relation to the purchase of goods and services, the requirements of the Queensland Purchasing Policy and TAFE Queensland Procurement and Purchasing Policy, Procedure, Framework and associated templates.

- Proven skills in the use of various computer software including word processing, spread sheeting, databases and financial management systems, preferably within the context of a purchasing function.
- Displays the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.

About you

Highly desirable requirements:

- Queensland Government Procurement Certification Level 2 (Intermediate) and Level 3 Diploma in Procurement and Contracting or other comparable local, state or federal government certification.
- Previous experience in Queensland State Government in a Procurement role.
- Experience with Technology One software products.

How to apply

To apply for this role, please provide the following:



- a detailed resume including the contact details for two referees (one of whom is your current supervisor); and
- a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria.

Applications must be submitted via [TAFE Queensland's recruitment portal](#).



For more information,

- check out our [Applicant Information Guide](#)
- or visit [TAFE Queensland's website](#).

Additional information

- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.
- The key responsibilities listed in this role description are broadly captured for the role and this list is not exhaustive. The incumbent may be required to undertake other activities, projects and tasks as directed by the relevant manager.