

Job Description Form

Procurement and Contracts Coordinator



Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

Mission Statement

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

Organisational Values

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business. These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members.



Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.



Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.



Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.



Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.



Accountability

Being accountable to all our Members, stakeholders and the community

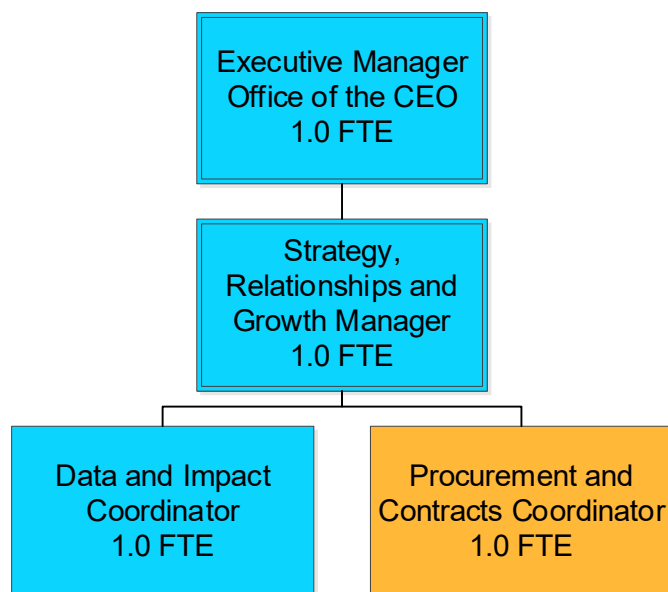


Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.

Position Title	Procurement and Contracts Coordinator
Work Group	Office of the Chief Executive Officer (CEO)
Work Unit	Business Development
Reports To	Strategy, Relationships and Growth Manager
Direct Reports	Nil
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Administrative Grade 5
Approved by CEO	16 July 2026 (Des Martin)

Team Structure



Position Purpose

The Procurement and Contracts Coordinator directly reports to the Strategy, Relationships and Growth Manager and is accountable to the Executive Manager Office of the CEO. The position is responsible for coordinating procurement and contract management activities to support efficient, compliant, and high-quality service delivery across the organisation.

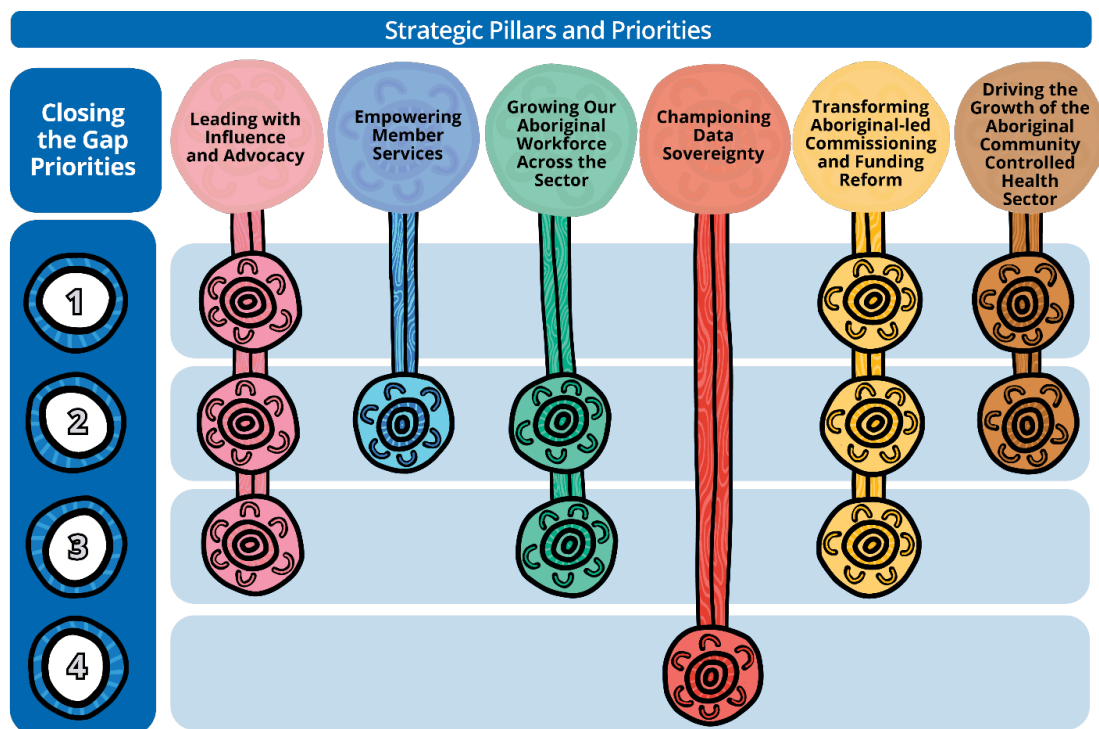
The role ensures procurement processes are transparent, compliant, and aligned to organisational and funding requirements, and supports the effective administration, monitoring, and continuous improvement of contracts and agreements.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

Strategic Alignment

The organisation's Strategic Plan 2026-2030 has six (6) overarching strategic pillars, with each pillar having specific goals and outcomes.

The role of Procurement and Contracts Coordinator is aligned with pillars one (1) and two (2).



Key Stakeholder Relationships

External

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

Responsibilities of this Position

Procurement

- Coordinate procurement activities in line with organisational policies, delegations, and funding requirements.
- Manage end-to-end procurement processes, including the preparation and coordination of Requests for Quotes (RFQs) and Requests for Tenders (RFTs), ensuring probity, transparency, and value-for-money outcomes.
- Maintain up-to-date knowledge of procurement legislation, standards, and best practice.
- Manage supplier onboarding and records, including due diligence, compliance documentation, and maintenance of supplier registers.
- Support stakeholder engagement across the organisation to ensure procurement activities align with program objectives and funding requirements.
- Identify procurement risks and escalate issues appropriately to support timely mitigation.
- Contribute to continuous improvement of procurement processes, systems, and controls.

Contract Management

- Coordinate the end-to-end administration of contracts, including preparation, execution, monitoring, reporting, and close-out activities.
- Maintain accurate contract registers and ensure all documentation is current and compliant.
- Support contract governance processes, including coordination of contract meetings, reporting, and performance monitoring.
- Assist with the preparation and management of contract variations, extensions, and amendments.
- Coordinate development and management of sub-contracts, including documentation, approvals, and ongoing tracking.
- Prepare a range of agreements including Memorandums of Understanding (MOUs), partnership agreements, and consultancy contracts.
- Contribute to continuous improvement of contract management processes, templates, and systems.

Relationship Management

- Build and maintain effective working relationships with internal stakeholders, Member Services, suppliers, and funding bodies.
- Support collaboration across teams to ensure procurement and contract activities are aligned and effectively delivered.

Quality Management System

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- Actively participate in the organisation's QMS (Logiqc).
 - Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
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General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
 - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
 - Attend and participate in professional development activities including workshops and training as required.
 - Attend and participate in Employee Development Days.
 - Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
 - Identify and assist to reduce Work Health and Safety hazards and risks.
 - Follow the reasonable direction of Work Health and Safety representatives.
 - Provide support for all-staff events and organisational initiatives, including but not limited to NAIDOC Week and the annual State Sector Conference.
 - Undertake other duties within the scope of the position classification, as directed by the Strategy, Relationships and Growth Manager or Executive Manager Office of the CEO.
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Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
Procurement	• Procurement activities are consistently delivered in compliance with organisational policies, delegations, and funding requirements. • Timely and accurate delivery of procurement processes (e.g. RFQs, RFTs) within agreed timeframes. • Effective management of supplier onboarding and records, with minimal compliance issues identified.
Contract Management	• Contracts are accurately administered, with registers maintained and reporting delivered within agreed timeframes.

	- Contract handover, monitoring, and reporting processes are completed efficiently and support effective service delivery. - Sub-contracts and agreements are managed in accordance with governance requirements
Operational Effectiveness	- High-quality documentation and contract records maintained with minimal errors or rework required. - Effective coordination with internal stakeholders to support timely procurement and contract outcomes.
Continuous Improvement	- Identification and implementation of at least two (2) process improvements in procurement and contract management practices. - Contribution to strengthening at least two (2) systems, templates, and governance processes.
Quality Management System	Ensure all tasks assigned to the position are completed within a six (6) week period.

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- Demonstrated experience in procurement, contract coordination, or administration.
- Sound understanding of procurement principles, governance, and compliance requirements.
- Experience supporting the management of contracts, agreements, or service arrangements.
- Strong written communication skills, including the ability to prepare clear and accurate documentation.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
- Ability to work both independently and collaboratively within a team environment.
- Well-developed interpersonal and stakeholder engagement skills.
- Experience using systems and tools to support procurement or contract management processes.

- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Experience working within the Aboriginal Community Controlled Health sector or community services environment.
- Tertiary qualification in procurement, business, or a related field.
- Experience with contract management systems or procurement platforms.
- Experience in project coordination or administrative support roles.

Practical Requirements

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	