

South Bank Corporation

We acknowledge Aboriginal and Torres Strait Islander peoples as the custodians of the land and waters where South Bank exists today. We offer our respect to elders past and present as we work towards a just, equitable and reconciled Australia.

Position Description

1. The Position

Position Title	Principal Procurement Officer
Reports to	Senior Manager, Contracts
Created	18 August 2026

2. Scope

The Principal Procurement Officer is the Corporation's lead procurement and commercial specialist responsible for delivering complex, high-value and strategically significant procurement activities. The role provides expert advice on sourcing strategies, commercial models, contract structures, risk allocation and supplier engagement to optimise value-for-money, manage commercial risk and achieve the Corporation's strategic objectives. The role drives procurement excellence across the Corporation through capability development, governance leadership, market engagement and the implementation of contemporary procurement practices.

3. Key Responsibilities/Activities

- Lead the development and delivery of complex, high-value and strategically significant procurement activities from planning and market engagement through to contract award and implementation.
- Ensure procurement activities are conducted in accordance with Queensland Government procurement requirements, relevant legislation, and SBC governance frameworks.
- Develop sourcing, procurement and market engagement strategies that deliver value for money, support business objectives and manage commercial risk.
- Provide authoritative procurement, commercial and contract management advice to business stakeholders, executives and teams on complex procurement initiatives.
- Lead the development of and review of procurement plans, evaluation strategies, tender documentation, recommendation reports and contract documentation.
- Undertake market analysis, supplier research and commercial assessments to inform sourcing strategies and decision making.
- Lead or support commercial negotiations with suppliers to achieve optimal commercial, contractual and value-for-money outcomes for the Corporation.

- Provide expert advice on commercial models, contract structures, risk allocation and procurement governance to ensure effective management of procurement and contractual risk.
- Act as the escalation point for complex procurement, contract management and governance matters, ensuring risks are identified, assessed and appropriately managed.
- Identify opportunities to improve procurement performance through category management, strategic sourcing, panel arrangements, demand management and process efficiencies.
- Develop and maintain effective relationships with internal and external stakeholders to influence procurement outcomes, promote best practice and support the Corporation's objectives.
- Foster and promote ethical, transparent and accountable procurement practices, acting as a procurement subject matter expert and ambassador for SBC.
- Support procurement capability development across the Corporation through coaching, guidance, knowledge sharing and the implementation of best-practice procurement.
- Prepare procurement governance, compliance and statutory reporting as required.
- Other duties as reasonably required.

4. Key Skills, Knowledge & Experience Required

- Relevant tertiary qualifications in procurement, commerce, business, law, supply chain management or a related discipline preferred;
- Demonstrated experience leading complex, high-value and strategically significant procurement activities, with the ability to lead multiple procurement projects simultaneously.
- Extensive experience in end-to-end procurement, contract management and supplier engagement including the development and delivery of procurement strategies that mitigate risk, deliver value for money and align with Corporation's objectives.
- Highly developed commercial acumen, including demonstrated experience in contract negotiation, commercial pricing analysis, risk allocation and supplier relationship management
- Advanced analytical skills with demonstrated ability to interpret procurement, contract and supplier performance data to identify trends, inform sourcing strategies, manage risk, optimise commercial outcomes and support evidence-based decisions.
- Demonstrated expertise in procurement governance, compliance and risk management, including the ability to interpret and apply relevant legislation, policies, frameworks and probity requirements.
- Excellent written communication skills, including the ability to prepare high-quality procurement plans, evaluation reports, contract documentation and briefings
- Advanced proficiency in Microsoft Office applications, particularly Microsoft Excel, including the ability to analyse, interpret and present procurement and commercial data.
- While not mandatory, an understanding of the Queensland Government; Procurement Policy or experience in the Public Sector would be well regarded.

5. South Bank Corporation Vision, Purpose and Values

Our Vision

A world-leading urban precinct that welcomes, engages and inspires

Our Purpose

To be a renowned place manager, recognising the demand for green space in Brisbane's inner city.

- To innovate, manage and maintain our enviable reputation as Brisbane's premier recreational, cultural, educational and entertainment precinct.
- Redevelop key sites while strengthening physical integration and relationships within the immediate neighbourhood.

Our Values

We strive to be...

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|----------------|------------------|---------|
| 1. Inclusive | 3. Collaborative | 5. Bold |
| 2. Sustainable | 4. Curious | |

6. Key Behaviours

The Corporation workplace behaviour promotes an inclusive, performance focused culture using a One Team approach.

We respect, protect and promote human rights in our decision-making actions.

Expected personal behaviours:

Commitment to quality & results

- Sets high standards of performance for self and reinforces high performance standards to individuals and team; focuses attention on achieving key performance outcomes; sets specific goals for self and others as appropriate; communicates clearly and concretely the results to be achieved; critiques own performance; willing and able to learn and apply new technology, processes and procedures.

Innovation & creativity

- Considers a range of creative alternatives; generates multiple and unique responses to a problem or opportunity; tries different and novel ways to deal with an issue; contributes own ideas.

Understanding business

- Has and uses knowledge of systems, situations and culture inside the Corporation to identify potential organisational issues, problems and opportunities; understands the impact and implications of decisions on business units throughout the Corporation. Has and uses knowledge of societal, technical, political and government issues outside the Corporation to identify potential problems and opportunities.

Customer service excellence

- Places the customer at the core of our business; makes efforts to listen to and understand the customer; gives high priority to customer satisfaction; develops, maintains and supports productive customer relationships; makes customer needs and expectations a primary focus of action.

Collaboration

- Maintains effective work relationships; readily volunteers and exchanges information and ideas, provides and accepts constructive criticism; supports and implements group decisions; shows respect and seeks to support colleagues and customers.

Our approach to tasks are: -**Solution focused**

- Gathers relevant information, considers appropriate variables to accurately identify the solutions to challenges in equipment, systems or processes; takes relative seriousness and urgency of problem into account; and demonstrates a can-do attitude.

Safety focused

- Knows and accepts the importance of adhering to safety rules, practices and procedures; monitors own safety and the safety of others; checks reporting and if necessary takes action on workplace safety hazards.