



Position Description

Position title:	Procurement Administrator
Entity:	Austroads
Division:	Corporate Services
Job Type:	Full time (1.0 FTE) - or part-time
Location:	Austroads Melbourne Offices
Reports to:	General Counsel
Responsible GM:	CFO & GM of Corporate Services
Direct reports:	Nil
Date reviewed:	29 May 2026

Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA). Austroads is currently undertaking an exciting program of work to establish a National Digital Trust Service to enable states and territories to offer secure and interoperable digital drivers' licences.

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

The Role

Team Purpose

The Corporate Services team oversees the management of finance & procurement, human resources, quality, office management, and legal & governance to ensure organisational stability and growth.

The primary purpose of the Corporate Services team is to serve as the backbone of Austroads providing efficient and effective support to enable Austroads to provide authoritative, high-quality, practical and impartial advice, information, tools and services to members and the transport community.

Position Purpose

The Procurement Administrator provides contract and tender administration and non-advisory legal support to the legal team, contributing to the effective management of legal, contractual and compliance risks across Austroads.

The role focuses on contract administration, tender and procurement process support and initiation and management of legal documentation, enabling legal counsel to concentrate on higher-risk, strategic and advisory work.

Major Responsibilities/Accountabilities

The role is responsible for:

Contract and Procurement Support

- Managing tender and contract administration processes, including document preparation, tracking, filing and lifecycle management.
- Supporting contract execution and variations, maintaining contract registers and key records.
- Coordinating with procurement and business stakeholders to ensure consistency and compliance with internal processes.
- Assisting with panels, vendor onboarding and contract close-out activities.

Legal Team Support

- Providing general administrative and operational support to the legal team.
- Formatting and maintaining legal documents, templates and precedents.

Governance, Compliance and Privacy Support

- Supporting uplift and maintenance of privacy, data governance and other compliance documentation.
- Register maintenance (e.g. contracts, compliance obligations, legal matters).
- Supporting internal stakeholders with administering compliance processes.

Risk and Due Diligence Support (Developing Capability)

- Supporting vendor due diligence processes, including information collation and issue tracking.

General

- Maintaining and adhering to Quality Systems, policies and procedures.
- Other duties as directed, consistent with the role.
- Contributing to continuous improvement, identifying ways to enhance value for our members and the public.
- Other duties as directed.

Key Stakeholder Interfaces

Internal

- General Counsel
- Legal Counsel
- CFO and GM of Corporate Services
- Austroads and TCA General Managers
- Program teams
- Technology and Security Teams

External

- Australian and New Zealand transport agencies and road managers
- Clients and suppliers
- Legal service providers

The Person

Qualifications, Knowledge, and Experience

The Procurement Administrator will possess:

- Experience in a procurement administration, contract administration, procurement, or legal support role.
- Demonstrated experience managing documentation, registers and administrative processes with a high degree of accuracy.
- Familiarity with tendering and contract lifecycle management processes.
- Knowledge of governance, privacy or compliance environments (desirable).
- No formal qualifications required.

Personal Qualities

The incumbent will need to present a professional image and build a strong relationship across the enterprise. Specifically, the role requires:

- Strong attention to detail, writing and organisational skills.
- A positive attitude with a willingness to “step in” and solve issues proactively and collaboratively.
- Ability to manage competing priorities and work autonomously.
- Sound judgement and awareness of role boundaries (non-advisory).
- Commitment to continuous improvement and learning.
- High standards of integrity, confidentiality and accountability.

Capability Profile

Flexibility and Adaptability	Adjusts approach in line with changing priorities. Is open to acquiring and developing skills and knowledge, adapts to new ways of working or organise work to deliver results.	Intermediate
Stimulate Ideas and Innovation	Gathers insights and embraces new ideas and innovation to inform future practice	Foundation
Critical Thinking and Problem Solving	Objectively analyses and evaluates available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.	Foundation
Data literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision making processes	Foundation
Project/ work delivery and management	Defines work activities required to deliver against outcomes intended, in line with agreed timeframes, resources, and ways of working. Understands and applies effective project planning, coordination and control methods.	Foundation
Drive accountability and outcomes	Is proactive and responsible for own actions to ensure desired organisational objectives are achieved.	Intermediate
Knowledge management	Establishes mechanisms to record and share knowledge and experience to enable the retention and expansion of corporate knowledge.	Foundation
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Intermediate
Communicating with Impact	Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.	Intermediate