

Position description

Manager Procurement and Governance

Summary information

Section	Procurement and Governance	Directorate	Corporate Services
Position grade	Managerial Staff Agreement	Position type	Permanent, full-time
Reports to	Director Corporate Services	Direct reports	Yes
Approval limit	\$0	Release limit	\$250,000
Created/reviewed	February 2020	Establishment no.	BCC16

1 Position purpose

- To manage the section so as to meet the objectives of the Council and in accordance with Council's Community Strategic Plan, Delivery Program, Operational Plan and Long Term Financial Plan, Resourcing Strategy, Policies, Resolutions, Operating Plans and Budget.
- Act in accordance with the *New South Wales Workplace Health and Safety Act 2011*, *New South Wales Workplace Health and Safety Regulation 2017* and the Workplace Health and Safety (WHS) Management System.
- Act in accordance with and ensure compliance of Council's Code of Conduct.

2 Qualifications and experience

Essential

- Relevant tertiary qualifications with extensive relevant experience
- The ability to develop and implement a vision for the pro-active and positive development of Council's Procurement and Governance section
- Knowledge and experience in interpreting and advising on applicable legislation and regulations
- Demonstrated commitment to stakeholder and customer service
- Exceptional negotiation and communication skills
- Exceptional inter-personal, leadership and management skills
- Demonstrated ability to achieve successful outcomes within agreed timelines, while balancing competing priorities and stakeholder needs
- Ability to work within a team environment
- Sound business acumen
- Current driver's license.

Desirable

- An in depth understanding of local government accountability and legislation.
- Availability to work flexible working hours.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately.
- WHS001- Matrix is attached.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Corporate responsibility

- Commit to and embrace the objectives of "Our Blacktown 2036 Our Vision, Our Plan", including facilitating relationships with internal and external partners to deliver upon objectives as directed.
- Compliance with legal requirements.
- Maintain the highest of ethical standards.
- Maintain assets under position's control.
- Develop, review and maintain appropriate standards in service delivery and policy development.
- Promote and maintain a positive corporate image of Council.
- Provide a positive contribution towards achieving Council's goals.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

Operational

- Supervision and general control of the functions of Corporate Governance Section specifically:
 - Procurement services
 - Governance services
 - Records services
 - Stores
 - Code of Conduct and Protected Disclosures.
- Provide for the provision of information, advice and promotion of Procurement and Governance service issues.
- Initiate and develop systems that will enhance the quality and timeliness of Procurement and Governance services.
- Monitor and report on corruption and/or fraud to the Chief Executive Officer.
- Management processes for compliance reporting with external parties and liaise with the Audit Committee.
- Manage an effective investigation program for compliance monitoring.
- Manage Government Information Public Access requests.
- Ensure Director is kept informed of short, medium and long term strategies for the provision of future Governance and Corporate Services to Council.
- Review Council's Code of Conduct policy to ensure compliance and act as Council's Complaints Coordinator.
- Lead strategic procurement, purchasing, tendering and the facilitation of effective contracts management.
- Review and improve the delivery of Council's procurement function to achieve greater efficiency and a thorough application of practices across Council.
- Develop and oversee legislatively compliant procurement and governance policy and processes.
- Liaise with other departments to develop and maintain new or replacement plant programs and that all approved purchases are carried out in accordance with budgetary provisions.
- Ensure a positive image of the section is provided by all staff to both internal and external customers.
- Review, recommend and update Governance and Corporate Service policies and procedures on a regular basis.
- Ensure all stakeholders in the Procurement and Governance section are aware of relevant policies and procedures.
- Any other duties appropriate to the position as directed by the Director and/or the Chief Executive Officer.

Management control

- Ensure the effective and efficient operation of section.
- Prepare the annual business plan, including documentation of key strategic and operational risks and operational budget for the section.
- Monitor section performance to ensure it meets operational and budget allocation requirements.
- Implementation of programs and monitor on a regular basis.

- Maintain and enhance internal controls, policies and procedures to ensure legislative and organisational compliance, including fraud and corruption.
- Review Council's Code of Conduct policy to ensure compliance and act as Council's Complaints Coordinator.
- Act as Council's Disclosure Coordinator in accordance with Council's Internal Reporting Policy.
- Review appropriate Council policy issues to ensure compliance.
- Ensure appropriate delegations are in place.
- Represent Council on relevant committees/boards and in so doing present a positive image of Council.

Quality service provision

- Develop and maintain a section strategy to ensure an efficient service to internal and external customers.
- Maintain a cooperative focus with other staff and provide valuable contribution to Council's objectives.
- Ensure staff are suitably trained in quality service provision for the section.

Human resources management

- Establish a training and development plan for staff with an emphasis on succession planning.
- Regularly appraise staff performance and provide constructive feedback and ensure ongoing development in accordance with Council's review system.
- Ensure decision making is in accordance with Council's delegated authority.
- Create an operational environment that is responsive to changing organisational demands while ensuring compliance with Council's values and policies.
- Build and sustain a culture within the section that enables effective teamwork, on-going innovation and productivity improvement.
- Maintain effective industrial relations outcomes.

Reporting and advising

- Provide timely and professional advice as required to the Director/Chief Executive Officer and other appropriate parties or organisations.
- Implement, monitor and review annual business plans and budgets for the section and maintain positive performance outcomes.
- Regularly report on the overall performance of the position and section.
- Report on the annual business plan via Council's Integrated Planning and Reporting framework.
- Report as soon as practicable on significant variations that have or may occur with regard to business plans, operational activities, budgets and policy.
- Communicate emerging or current issues that may impact on the Council and recommend ways in which Council might corporately respond to these issues.
- In terms of media relations, provide relevant authorised officers with accurate and timely information.






5 Values and capabilities

Values

- Promote and personify to Council's values:
 - Commitment to safety
 - Teamwork
 - Customer focus
 - Innovation.

Local Government Capability Framework (LGCF)

- The LGCF describes the core knowledge, skills and abilities, which set out clear expectations about performance. It builds on organisational values and creates a common sense of purpose for leaders.
- The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.
- Below is the full list of capabilities and the level required for this position.

Group	Capability	Level
Personal attributes 	Manage self	Advanced
	Display resilience and courage	Advanced
	Act with integrity	Advanced
	Demonstrate accountability	Advanced
Relationships 	Communicate and engage	Advanced
	Community and customer focus	Advanced
	Work collaboratively	Advanced
	Influence and negotiate	Advanced
Results 	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and innovate	Advanced
	Deliver results	Advanced
Resources 	Finance	Advanced
	Assets and tools	Advanced
	Technology and information	Advanced
	Procurement and contracts	Advanced
Workforce leadership 	Manage and develop people	Advanced
	Inspire direction and purpose	Advanced
	Optimise workforce contribution	Advanced
	Lead and manage change	Advanced

6 Performance criteria

As per Council's Managerial Staff Agreement.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date