

Position description

Purchasing Review Officer

Summary information

Section	Procurement and Governance	Directorate	Corporate Services
Position grade	Grade 9	Position type	Permanent, full time
Skill descriptor	Band 2 level 2	Direct reports	No
Reports to	Strategic Procurement Advisor	Release limit	\$200,000
Approval limit	\$0	BCC number(s)	BCC744
Created/reviewed	April 2024		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- This role acts as one of Council's delegated purchasing review officers, to monitor and check purchase orders for release to ensure they comply with the requirements of the Council's Procurement Manual, The occupant is also responsible to assist in maintaining a contract management framework and provide advice and training to internal customers to ensure compliance with Council's procurement policy and procedures and contract management framework.
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Relevant tertiary qualifications in business, accounting, procurement or a related field
- Good knowledge of Council's Procurement Policy and Procurement Manual
- Capacity to deliver training in Council's procurement system – TechnologyOne – and procurement process and the use of our Electronic Document Management (EDM) records keeping system
- Extensive experience in the use of TechnologyOne for procurement and good knowledge of Council's Procurement policy and procedures, and EDM system
- Experience in Word and Excel
- Class 'C' Driver's Licence.

Desirable:

- Demonstrated ability to work on multiple tasks and demonstrated capacity for teamwork in a multi skilled processing environment
- Demonstrated ability to work under pressure, meet deadlines and solve problems
- Demonstrated experience in developing and implementing purchasing systems enhancements.

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

Position specific

- To a quality assurance function in the review/release of purchase orders to ensure compliance with the requirements of the Procurement Manual for ordering goods and services, on behalf of Council.
- To provide advice to internal customers on Council's Procurement policy and procedures
- To complete spend expenditure analysis across Council and advise the Strategic Procurement Advisor to develop tenders/contracts to achieve economies for Council
- To deliver training to internal customers on Council's procurement system and processes when purchasing
- To assist with the coordination of selected corporate purchases such as uniforms and stationery
- To assist the Strategic Procurement Advisor in the administration of the Tender Review Committee in such tasks as the taking of Minutes or organizing Committee meetings
- To ensure all tender documents are appropriately filed in our EDM system and that documents relating to suppliers' performance during the term of the contract are appropriately maintained and filed in our EDM system
- Monitor and report on expenditure spending as required under the Government Information (Public Access) Act 2009 and as required by management

- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety 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* 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.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

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

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *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.

5 Duties

- Review and release Council purchase orders.
- Complete spend expenditure analysis of goods/services procured by Council.
- Inform and provide report to the Strategic Procurement Advisor for the purpose of developing tenders/contracts to achieve economies across Council in procurement.
- Provide training and advice to internal customers on the use of the TechnologyOne purchasing module.
- Deliver training sessions to internal customers on Council's Procurement policy and procedures in line with the Procurement Manual.

- Provide advice to internal customers on purchasing and the operation of the Tender Review Committee.
- Monitor and ensure that tender documents and contracts are kept in our EDM system, including suppliers and contractors performance.
- Provide assistance to the Strategic Procurement Advisor in reporting on our expenditure in line with the requirements of the Government Information (Public Access) Act 2009 and management requirements.
- Monitor the use of our EDM system to support a contract management framework.
- Coordinate acquisition of Council Employee Uniforms.
- Coordinate and facilitate the acquisition and stock of stationery.
- Coordinate and facilitate the staff uniform policy.
- Coordinate, or act as a stocktake officer, for depot stores, minor plant and nursery stocktakes.
- Other relevant duties as requested by the Strategic Procurement Advisor.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date