PO Box 3130, Bundaberg QLD 4670
190 Bourbong Street, Bundaberg QLD 4670
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E ceo@bundaberg.qld.gov.au
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ABN 72 427 835 198

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Procurement Business Partner	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	TBA	Classification Level:	TBA
Employment Location:	Bundaberg Service Centre	Position Status:	Fixed Term Contract
Department**:**	Organisational Services	Document Last Reviewed:	26/05/2023
Branch:	Strategic Procurement and Supply	Job Dictionary:	Not applicable for this position
Accountable To:	Strategic Procurement and Supply Supervisor		
Aim of Position:	To provide administration, transactional and technical support, and service to Strategic Procurement & Supply clients, including Council employees, suppliers and other stakeholders.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Provide support to the Manager Strategic Procurement and Supply in delivering the Strategic Procurement & Supply business plans, in particular vision, strategy and operations.
2. Assist in the development and establishment of Council wide strategic procurement arrangements in accordance with legislation, audit regulations and Council's policies and guidelines.
3. Provide exceptional customer service, ensuring that customers receive responsive services and accurate advice and guidance, including proactively engaging with and seeking feedback from all stakeholders.
4. Develop an understanding of customers' and stakeholders' procurement needs and recommend strategies which align with Council policy and legislative requirements.

Incumbents Initials

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5. Undertake research and analysis into the supply market and customer requirements, including gathering information from a variety of sources, analysing data, identifying trends and preparing reports, including recommendations.
6. Proactively identify potentially contentious issues, provide suggestions for effectively managing issues and escalate to the Strategic Procurement & Supply Supervisor and/or Manager Strategic Procurement & Supply, as appropriate.
7. Contribute to the development of procurement documentation, including procurement plans, tender packs, procurement schedule, invitation for offers, evaluation plan, negotiation plan and letters of recommendation and Panel Arrangements.
8. Contribute to the evaluation of offers, including the development of evaluation methodology and criteria.
9. Provide support to the implementation, transition, and management of the contract.
10. Undertake simple negotiations with both internal customers and suppliers.
11. Undertake analysis of procurement expenditures, patterns, and trends for internal clients to:
    - Contribute to the development and establishment of a procurement strategy and assist in the preparation of procurement plans and KPIs in collaboration with employees involved in procurement; and
    - Identify opportunities for procurement aggregation and improved value for money, including establishing preferred supplier arrangements and entering into joint purchasing arrangements with other organisations to maximise the Organisation's buying power and meet logistical requirements and ensure customer satisfaction.
12. Assist in supporting the various e-procurement tools used at Council.
13. Develop and maintain effective relationships with suppliers, Local and State Government and industry bodies.
14. Ensure that the highest possible professional standards are maintained in relation to confidentiality, probity, and ethical conduct.
15. Assist with the annual and periodic stock takes as required.
16. Distribution of Inventory and materials as required.
17. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
18. Undertake other relevant duties as directed, consistent with skills, competence, and training; including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Minimum 3 years' experience in the preparation of reports, documents, plans, specifications, and evaluation reports, including internal corporate and external market facing documents.
2. Proven ability to provide high level proactive and confidential, client-focused information in a tactful and discrete manner to fulfil the role purpose of the position.

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3. Proven ability to work independently and in a team in a professional and positive manner, including demonstrated ability to develop and maintain constructive working relationships with team members and clients.
4. High level of interpersonal skills with a demonstrated ability to communicate effectively and present a customer focused approach to all stakeholders.
5. Demonstrated sound level literacy and numeracy skills.
6. Demonstrated experience and ability to plan, organise and prioritise tasks to ensure work is completed efficiently and effectively, on time.
7. Demonstrated ability to work as a team member.
8. Demonstrated experience in effectively operating computer systems including electronic records management systems, finance and procurement systems, and MS Office Suite.
9. Ability to work in an office environment and to legally operate a motor vehicle under a "C" Class Licence.

Desired:

1. At least Post-secondary education (e.g., a certificate or diploma in a business field such as purchasing, logistics, supply chain management, procurement, or management), preferably Tertiary qualifications in a relevant discipline.
2. 5 years of experience in the provision of procurement support, either as a Procurement Officer or relatable role in a mid-size Organisation.
3. A professional designation related to a supply chain is considered an asset e.g., CIPSA, CPA.
4. Experience with Authority (Civica) Software.
5. Demonstrated knowledge of contemporary supply management strategies including tendering and contracts management, and vendor management.
6. Demonstrated knowledge of procurement related policies, systems, practices, procedures, and government legislation including probity.
7. National high-risk work license (HRWL) to operate a forklift.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships **(mandatory)**	**Engage people to build positive relationships:** 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus **(mandatory)**	**Focuses on customers:** 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner

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	3. Shows respect for customers and stakeholders
Safety and Professionalism **(mandatory)**	**Models safe, professional and ethical behaviour:** 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements **(mandatory)**	**Applies knowledge and skill:** 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-Organisational Thinking	**Understands how their work makes a difference to Council:** 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading People	**Supporting others:** 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	**Supports others' capability development:** 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	**Focuses on performance:** 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	**Manages internal and external relationships:** 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	**Makes sound decisions:** 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	**Open to making improvements:** 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement

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Progressing Change	**Responds flexibly to changes:** 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	• Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	• Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. • Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	• Protect and manage Councils information assets in accordance with legislative, Policy and process requirements. • Use Council's technology appropriately and with respect.
4. Disaster Management	• Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	• Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	• Models compliance with Council's procurement Policy. • Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. • Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	• Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
COVID-19	Staff are to be fully vaccinated and provide appropriate evidence; or provide evidence of a medical contraindication.

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