

Position Description

Position Details			
Position title	Procurement & Contracts Officer	Position number	PD035
Directorate	Business & Governance	Previous position numbers	SBS309
Section	Property & Legal	Reports to	Procurement & Contracts Coordinator
Area	Property & Procurement	Evaluated / approved by	I. Bolton
Team	N/A	Version number	April 2024
Position level code	6 (Line Staff Position)		
Position statement	Responsible for the delivery and implementation of Council's procurement, tendering, and contract services; as well as the delivery of educational activities associated with the procurement functions of Council.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Procurement & Contracts	<ul style="list-style-type: none"> Develop and maintain supplier relationships. Implement innovative solutions designed to provide best value for money. Undertake procurement and tendering on behalf of BVSC business units in accordance with council policy. Assist in the establishment and renewal of contracts for organisation wide service requirements and act as the point of contact to link officers to those contracts. Prepare and review tender and contract documents for release to market. Monitor and respond to procurement related enquiries/incidents from internal and external stakeholders. Provide technical advice and guidance including preparation of legal documents for purchasing, procurement, tendering and contract related matters. Administer the Purchase Card Program. Support the Coordinator to chair tender evaluation panels for the organisation ensuring Council legal obligations are met. 	<ul style="list-style-type: none"> All activities are completed with a high degree of accuracy and within stipulated timeframes. Work is prioritised and included in the Work Plan. Adherence to Service Level Agreements (SLAs). Internal customers have a high-level of satisfaction with the services provided; greater than 70%. Regular consultation with key suppliers.

Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Compliance and Governance	<ul style="list-style-type: none"> Identify new opportunities and seek ways to improve procurement processes, governance, and compliance. Implement and facilitate continuous improvement activities for internal and external stakeholders Undertake research and trend analysis of council's procurement and contract activities. Maintain the Procurement Framework. Identify, develop, and maintain templates and tools associated with procurement, and contracts. Ensure compliance with internal procedures and or the LGA and other relevant legislation. Conduct regular compliance monitoring and governance of purchasing activities undertaken by BVSC business units. Produce reports and other performance related data to meet legislative compliance requirements and provide access to procurement information. Develop and maintain educational tools for stakeholders. Introduce risk management principles and tools into procurement processes. Complete regular compliance checks to detect misuse and fraud of purchase cards. Implement a system to aid pre-engagement contractor compliance. 	<ul style="list-style-type: none"> Support, information, and guidance is provided in accordance Council's policies and procedures. Systems, processes, and procedures are maintained and adhered to. All activities are completed with a high degree of accuracy and within stipulated timeframes. Adherence to Service Level Agreements (SLAs). Internal customers have a high-level of satisfaction with the services provided; greater than 70%. Regular consultation with stakeholders.
Administration	<ul style="list-style-type: none"> Maintain and recommend improvements to procurement and contract systems, processes, and procedures. Implement organisation training programs to aid general awareness and compliance with procurement processes. Undertake other relevant duties as directed by the Property and Procurement Coordinator. Provide relief for the Property and Procurement Coordinator as required. 	<ul style="list-style-type: none"> Reports are accurate and timely. All activities are completed with a high degree of accuracy and within stipulated timeframes. Internal customers have a high-level of satisfaction with the services provided; greater than 70%.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications			
Skills and experience			
<ul style="list-style-type: none"> • Work in a manner consistent with BVSC organisational values and associated behaviours. • Three (3) years' work experience in procurement, tendering and contract management including interpretation of associated legislation and guidelines (indicative). • Understanding of local government operations and the implications of these activities to the public sector governance and legislative compliance relevant to procurement and contracts. • Working knowledge of computer software applications including Microsoft Office and data and record management software systems. • Advanced written and verbal communication skills including the ability to liaise effectively with internal and external stakeholders and government agencies. • Additional skills, knowledge and qualifications that may be applicable to this position, such as specialised training, other relevant work experience and/or membership of an allied professional association. 			
Qualifications and licences			
<ul style="list-style-type: none"> • Diploma-level qualification (or higher) in procurement, tendering, contracts, or similar related qualification, or willing to work towards same. • Current NSW Class C Drivers Licence. 			
Conditions of Employment			
Status	Permanent full time		Hours per weeks 35
Award classification	Band: 2	Level: 2	Award Local Government (State) Award 2023
BVSC grade	9		
Pattern of work	8:30am to 4:30pm, Monday to Friday with half hour unpaid lunch break		
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input type="checkbox"/> Other: Enter details of any other special requirements of this position.		
Delegations			
Staff	Number of direct report positions: 0		Staff span of control: 0
Budgetary	<input type="checkbox"/> Yes <input type="checkbox"/> No		Budget as per BVSC Register of Delegations
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Limit as per BVSC Register of Delegations
Statutory	As per BVSC Register of Delegations		
Security	Bega Administration Building, 7am to 7pm, Monday to Friday.		
Benefits			
Motor vehicle	Not applicable		
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Palm Pilot <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
Workwear	<input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment: Enter details such as safety boots, shoes, sunglasses, etc.		

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required.

Note: 'Minimal Likelihood' is described as something that would not occur very often, a very minor part of the role.

Job title: Procurement and Contracts Officer

PD Number(s) PD035

Completed by Name: Rickee Marshall

Date: 09/11/2022

Administration

Notes

Computer Use (including hand held tablet)
generic screen based

Yes

Sitting at desk

Yes

Standing for long periods
if yes, please indicate length in hours

No

Manual Handling

Notes

Light lifting/Carrying (0-9kg)

Yes

Moderate Lifting/Carrying (10-15kg)

Minimal
Likelihood

Heavy Lifting/Carrying (16kg and above)

No

Note- If yes manager/coordinator to liaise with WHS Officer

Climbing

No

Bending

Minimal
Likelihood

Kneeling/Squatting

No

Reaching

Minimal
Likelihood

Sequential/Repetitive movements in short
period of time
*is the ability to carry out a repetitive action doing
the same thing over and over again*

Yes

Incumbent required to undertake administrative duties
(keying and mouse work) using a Keyboard and mouse.

Manual dexterity/manipulation
*is the ability to make coordinated hand and finger
movements to grasp and manipulate objects. It can
include muscular, skeletal and neurological
functions to produce small, precise movements*

Yes

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	No	
Walking <i>including distance eg job sites</i>	Minimal Likelihood	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	Minimal Likelihood	
Works outdoors <i>majority of work is outdoors</i>	No	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	No	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	No	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Minimal Likelihood	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Yes	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, we will only request such information for reasons relating to Workplace Health and Safety. Additionally – Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records Information Privacy Act (HRIP) 2002*, as well as Council’s Records Management Policy and Privacy Management Plan