

Position Description

Position Details			
Position title	Purchasing Officer	Position number	PD667
Group	Business and Governance	Previous position numbers	PD050
Section	N/A	Reports to	Procurement and Contracts Coordinator
Area	Procurement and Contracts	Evaluated / approved by	Iliada Bolton
Team	N/A	Version number	February 2021
Position level code	6 Line Staff		
Position statement	Responsible for the delivery and implementation of Council's purchasing services, as well as the delivery of compliance services associated with procurement and purchasing functions of council.		

Position Specific Tasks and Activities			
Key area	Duties and responsibilities	Standards for achievement	
Purchasing and Procurement	 Assist internal stakeholders with identification and definition of goods and services needs and research and identify value for money goods and services to meet those needs. Place orders with suppliers following all appropriate probity and approvals processes. Develop and maintain supplier relationships. Coordinate goods and services delivery between suppliers and council business units. Assist the team to undertake procurement and tendering on behalf of BVSC business units in accordance with council policy. Carry out data entry and processing functions for purchasing activities including the preparation, processing and follow up of OLRs and Purchase Orders. Monitor approvals and lodge invoices for payment as required. Monitor and respond to procurement related enquiries/incidents from internal and external stakeholders, escalating complex and high-risk enquiries/incidents to the Procurement and Contracts Coordinator. Administer the Purchase Card Program. 	 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. Purchasing records are accurately input into Council's Financial Management Information System (FMIS) 	



Position Description

Key area	Tasks and Activities Duties and responsibilities	Standards for achievement
Compliance and Governance	 Identify new opportunities and seek ways to improve purchasing processes, governance and compliance. Implement and facilitate continuous improvement activities for internal and external stakeholders. Undertake research and trend analysis of council's purchasing activities. Maintain the Purchasing Framework. Identify, develop and maintain templates and tools associated with purchasing and procurement. Ensure compliance with internal procedures and or the LGA and other relevant legislation. Assist with 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. 	 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	 Maintain purchasing systems, processes and procedures. Provision of training for purchasing systems, processes and procedures. Undertake other relevant duties as directed by the procurement and contracts coordinator. Provide relief for the Procurement and contracts team as required. 	 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	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	 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	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	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	We care for our people and each other	
Learning is important	We learn and innovate	
And we		
Can do	We have a can do approach and focus on solutions and outcomes	
Engaging the whole organisation	We engage and communicate clearly and consistently	

Behavioural Competencies		
Value Description	Expected Behaviours	
People matter	 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	 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	 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	 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

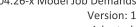
Selection criteria - skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Understanding of public sector governance and legislative compliance.
- Demonstrable experience in interpreting legislation/guidelines applicable to purchasing, procurement, contract management, accounts payable and WHS.
- Working knowledge of computer software applications including Microsoft Office and financial management software systems.
- Demonstrated effective verbal and written communication skills.
- Three (3) years' experience in supply, purchasing and logistics or related field (indicative).
- 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.

Selection criteria – qualifications and licences

- Certificate IV qualification (or higher) in purchasing, procurement, tendering, contracts or similar related qualification, or willing to work towards same.
- Current NSW Class C Divers Licence.

Conditions of Employment				
Status	Permanent full time		Hours per weeks	35
Award classification	Band: 2	Level: 2	Award	Local Government (State) Award 2020
BVSC grade	7			
Pattern of work	· · ·	londay to Friday with h tten agreement with V	•	break (this may be amended to suit local
Special requirements	\square Weekend Work	\square Evening Work	☐ Public Holiday Wo	ork \square Participation in on call roster
requirements	⊠ Other: Occasional	work outside core hou	ırs to support ongoing	works activities or emergency events
Delegations				
Staff	Number of direct report positions: 0 Staff span of control: 0			
Budgetary	\$Nil			
Purchasing	Purchase Card Entitlement ⊠ Yes □ No Purchase card limit: \$5,000			
Statutory	As per BVSC Register of Delegations			
Security	Bega Administration Building, 7am to 7pm, Monday to Friday.			
Benefits				
Motor vehicle	Not applicable			
Information technology	☐ Workstation PC	□ Laptop		☐ Tablet
technology	☐ Palm Pilot ☐ Camera			
	□ Other:			
Telecommunications	⊠ Desk Phone	☐ Mobile Phone ☐ Wi-Fi Dongle		☐ Wi-Fi Dongle
	☐ Other:			
Workwear	☐ Corporate uniforr	n 🗵 O	utdoor uniform	☑ Not applicable
	☐ Personal Protective Equipment: As required for warehouse duties			







movements to grasp and manipulate objects. It can include muscular, skeletol and neurological functions to produce small, precise movements

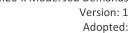
Model Job Demands Checklist

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: Purchasing Officer PD Number(s) PD667 Completed by Name: Mark Irvin Date: 1/12/2020 **Administration Notes** Computer Use (including hand held tablet) Yes generic screen based Sitting at desk Yes Standing for long periods No if yes, please indicate length in hours **Notes Manual Handling** 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 Minimal Reaching Likelihood Sequential/Repetitive movements in short Yes Incumbent required to undertake administrative duties period of time (keying and mouse work) using a Keyboard and mouse. is the ability to carry out a repetitive action doing the same thing over and over again Manual dexterity/manipulation Yes is the ability to make coordinated hand and finger

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

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Exposure to sunlight 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 Exposure to some infectious diseases	Minimal Likelihood No	Note-if yes a baseline skin screening test may form part of the pre employment medical Please see Immunisation Procedure (including matrix) for clarification
Vehicle/Plant/Equipment		Notes
Vehicle Travel travel to/from job site, this could include sitting for periods of time in a vehicle	Minimal Likelihood	
Plant/Equipment and or vehicle operation	Minimal Likelihood	Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment
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	No	

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

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6.04.26-x Model Job Demands

Adopted:

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