

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 | <ul style="list-style-type: none"> 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. | <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. Purchasing records are accurately input into Council's Financial Management Information System (FMIS) |

Position Description

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 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. | <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 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. | <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 |
|---|---|

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

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 | 7.00am to 3.00pm, Monday to Friday with half hour unpaid lunch break (this may be amended to suit local circumstances by written agreement with Works Manager) | | | |
| 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 checked="" type="checkbox"/> Other: Occasional work outside core hours 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 | <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: | | |
| Telecommunications | <input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: | | |
| Workwear | <input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment: As required for warehouse duties | | |

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)
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 | No | |
| Works outdoors <i>majority of work is outdoors</i> | Minimal Likelihood | <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) | Minimal Likelihood | |
| 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 Australias "Workplace Exposure Standards for Airborne Contaminats"</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> | Minimal Likelihood | <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 | Minimal Likelihood | <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 | 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

