

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Senior Contracts and Tendering Officer		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Finance and Administration
Salary Grade:	9	Award Band and Level:	Band 3 Level 2
Position Reports to:	Operations Accountant		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	28 March 2018	Date Last Reviewed:	27 April 2018
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The Finance and Administration unit is responsible for the co-ordinated integration of Financial Reporting, Integrated Planning and Reporting and Corporate Governance services to the organisation, including the development and oversight of key organisational strategic documents, driving an integrated framework and provision of corporate support and governance functions for the organisation.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position is to:

- Manage the operational and strategic procurement functions of Council, and ensure that Council's procurement policies, procedures and standards are compliant with legislation and industry standards.
- Ensure Council's purchasing activities deliver best value for Council and the community.

KEY ACCOUNTABILITIES

1. Provide effective customer service in a timely, courteous and professional manner including telephone and counter enquires and answering correspondence.
2. Establish and promote tendering and procurement practices which apply "value for money" principles across all of Council's tendering and procurement. Using strategic procurement methods, manage a program of review to identify opportunities and track and report on opportunities and savings realised across tendering, procurement, and purchases.
3. Coordinate both in-house and external period contracts for regularly used products and services for Council including
 - Evaluating external contract options and recommending the contract providing best value for money outcome for Council.
 - Establishing and maintaining in-house period contracts where appropriate.
 - Provision of accessible and current insurance, quality, safety and environmental information for contracted suppliers.
 - Ensuring compliance with Council Policies and relevant legislation.
4. Operation, maintenance and administration of Council's Online Requisitioning System, providing in-house training and support to Council personnel involved in procurement of goods and services
5. Co-ordinate the procurement and tender process within Council including
 - Ensuring procedures for Tenders and quotations comply with Local Government Regulations and Council policies.
 - Carry out responsibilities as a member of the Tender Audit Panel.
 - Formulate and review as necessary Council's procurement policies and procedures for approval.
 - Provides service and advice through the quotation and tendering processes to Council staff
 - Ensuring record management, compliance and completeness.
6. Provide information, advise, guidance and assistance about the tendering/ quotations and procurement policies and processes and monitor and promote compliance. Maintain a robust reporting regime and visibility of exceptions communicated to Operations Accountant. Establish processes in place to identify and report any serious breaches in line with required protocols.
7. Monitor and audit internal procurement and tendering activities against relevant legislation and Council's procurement policies and procedures.
8. Review and manage Council's organisational wide purchasing trends and activities, and identifying opportunities for strategic improvement of procurement.
9. Provide support to the Stores Team under the guidance of the Operations Accountant.
10. Provide guidance and support to enable the Operations Accountant to ensure that all procurement functions are undertaken in accordance with relevant legislation and on a timely basis.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in Business or other relevant equivalent qualification, or extensive experience in a contract administration role.
2. Demonstrated strong experience (minimum of 5 years) in procurement and supply at a senior level.
3. Demonstrated superior interpersonal, written and verbal communications skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
4. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate suitable outcomes and resolve conflict in a difficult environment.
5. Proven ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
6. Demonstrated analytical, research and problem solving skills, including the ability to critically analyse issues and develop and implement appropriate solutions.
7. Demonstrated solid knowledge and experience in the use of Microsoft Office, computerised financial management systems, project management systems and Electronic Document Management systems.
8. Ability to extract, collate and analyse relevant information from reports and databases and present to Management in a concise and meaningful manner.
9. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and cooperation.
10. Demonstrated ability and commitment to providing superior customer service.

Highly Desirable

1. Demonstrated working knowledge of the Office of Local Government's and ICAC's guidelines and recommendations and best practice regarding the tendering and procurement processes.
2. Experience in the use and administration of the InfoCouncil report management system
3. Experience in administering large value contracts.
4. Sound knowledge of, and experience in the application of the Local Government Act and Regulations in relation to Tendering.

SIGNATURE

Employee

Full Name:

Signature:

Date: