

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Procurement Administration Officer		
Position Number:	3018	Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Finance and Administration
Salary Grade:	6	Award Band and Level:	Band 2 Level 2
Position Reports to:	Procurement & Contract Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	21 November 2019	Date Last Reviewed:	June 2022
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 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
- Technology Systems
- Community and Cultural Engagement

The Finance and Administration Services Unit is primarily responsible for the provision of timely finance and administration related functions to 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 are to:

- Assist in operational and strategic procurement functions of Council, and ensure that Council's procurement is compliant to Council policies and legislation.
- Ensure Council's purchasing activities deliver best value for Council and the community.
- Business Support of the Contracts and Tendering Team in daily activities.

KEY ACCOUNTABILITIES

1. Provide effective customer service in a timely, courteous and professional manner including telephone and counter enquires and answering correspondence.
2. Maintain and promote tendering and procurement practices which apply "value for money" principles across all of Council's tendering and procurement. Identify opportunities and savings realised across tendering, procurement, and purchases.
3. Support both in-house and external period contracts for regularly used products and services for Council including;
 - Reviewing external contract options and recommending the contract providing best value for money outcome for Council.
 - 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. Maintenance of Council's Online Requisitioning System, providing in-house assistance and support to Council personnel involved in procurement of goods and services.
5. Assist with 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.
 - Provides service and advice through the quotation and tendering processes to Council staff.
 - Ensuring record management, compliance and completeness.
6. Provide information, guidance and assistance about the tendering/ quotations and procurement policies and processes and monitor and promote compliance. Maintain processes to identify and advise any serious breaches in line with required protocols to Team Leader.
7. Monitor procurement and tendering activities against relevant legislation and Council's procurement policies and procedures.
8. Review and ~~report~~ advise on Council's organisational wide purchasing trends and activities, and identifying opportunities for improvement of procurement.
9. Provide support to internal customers to ensure that all procurement functions are undertaken in accordance with relevant legislation and on a timely basis.
10. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Certificate IV in Business or other relevant equivalent qualification, or extensive experience in a contract administration role.
2. Demonstrated strong experience (minimum of 5 years) in a senior business support role.
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 conflict resolution skills with the proven ability to negotiate suitable outcomes and resolve conflict in a difficult environment.
5. Proven ability to 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 recommend 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. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and cooperation.
9. Demonstrated ability and commitment to providing superior customer service.

Highly Desirable

1. Demonstrated working knowledge of the guidelines, recommendations and best practice regarding the tendering and procurement processes from the Office of Local Government and ICAC.
2. Knowledge of, and experience in the application of the Local Government Act and Regulations in relation to Tendering.
3. Working understanding of supplier management processes including processing of payments, product management and relationship management.

SIGNATURE

Employee

Full Name:			
Signature:		Date:	