Role Description

**Procurement Officer**

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| **Title** | Procurement Officer |
| **Location** | Wyong/Erina |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Group/Unit/Section** | Corporate Affairs/Procurement and Project management/ Procurement Operations |
| **Reports to** | Team Leader Sourcing |

# Vision

A vibrant and sustainable Central Coast

# Purpose

To provide valuable services that strengthen and support the Central Coast Community

# Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

# Primary Role Statement

In contributing to the overarching vision and purpose, the Procurement Officer is responsible for providing procurement support to internal stakeholders and management including identification of requirements, delivery of the appropriate sourcing strategy, tender/quotation document preparation, lead sourcing evaluation processes, and assistance with category management planning.

The Procurement Officer is required to provide quality customer service and creating value for the community.

# Key Duties and Responsibilities

* Aid and advise in the development, preparation and delivery of Tender, Quotations and Expression of Interests
* Review procurement plans, contract documents and specifications prepared for the sourcing of goods, services or works to ensure value for money outcomes
* Lead the evaluation process to ensure procurement principles are upheld and relevant policy and procedures are adhered to
* Support the Sourcing Team and stakeholders in the development and implementation of adopted category management and procurement plans
* Development and review of documents and process to support the tender process and support the ongoing management of contracts
* Provide procurement administrative support including the compilation of tender documentation, record keeping, opening and closing of tenders/quotations
* Utilise Council’s E Procurement systems to accurately and efficiently record, manage and

report procurement activities and transactions

* Provide general education and training to internal stakeholders in relation to Tender and Contract relevant legislation, processes and systems to ensure compliance
* Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience

# Authority and Accountability

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Policy and procedures are readily available, but the Procurement Officer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction.
* Decisions made by the job holder affect the work and activities of others within the section or from a specific project team;
* The work of the Procurement Officer influences the external environment by ensuring services are consistent with Council standards;
* The Procurement Officer is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
* Has little or no responsibility for budget development;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions with own work area.

# Personal Attributes

* Be adaptable, flexible and focused when dealing with change;
* Represent Council honestly, ethically, professionally and lead by example;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
* Be responsive to the input of others and works to understand their perspectives.

# Interpersonal Skills

* Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behavior accordingly;
* Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers’ needs;
* Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

# Business Enablers and Technical Skills

* Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Understand delegations and act within authority levels;
* Exercise fiscally responsible behavior and remain up to date with financial delegation processes;
* Support system improvement initiatives and embrace new technologies;
* Purchase under delegation and comply with procedures;
* Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

# Team Work

* Recognise and acknowledge individual/ team performance;
* Monitor and use resources responsibly to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

# QUALIFICATIONS

**Essential**

* Degree Qualifications in Procurement / Supply Chain / Contract Management / Business or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development.
* Current Class C Drivers Licence

# EXPERIENCE

* Demonstrated extensive experience in the delivery of value for money outcomes from tender and other sourcing processes across a range of supply categories including; Construction, General Services, Professional Services, Information Technology, and Capital Equipment supply
* Demonstrated experience in the application of procurement principles and Legislation applicable to Local Government
* Demonstrated experience and application of E Procurement systems including Tender Link and Vendor Panel
* Demonstrated proficiency in providing technical expertise, coaching and advice to staff to allow them to effectively undertake their responsibilities and duties in relation to tendering and ongoing contract management
* Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation
* Ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes

# Key Relationships

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| **Internal** | **External** |
| Unit Managers / ELT | Consultants, solicitors and other professionals |
| Section Managers/Team Leaders | State and Federal Government Agencies |
| Other Council employees (not including direct reports) | Local Business |