

<b>POSITION TITLE:</b>	Procurement Officer
<b>POSITION NUMBER:</b>	10381
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	Banded 2-3 <i>Provisions of this appointment pay level and progression to be in accordance with the applicable award.</i>
<b>REPORTS TO:</b>	Coordinator Procurement
<b>DEPARTMENT:</b>	Chief Financial Office

## ABOUT US

### Our vision

A progressive region creating opportunities for all.

### Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

### Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

## OBJECTIVE OF THIS ROLE

The Procurement Officer is responsible for the daily operations of the procurement and contracting activities of Council. Additionally, the Procurement Officer role is to ensure agile, prompt, innovative and reliable service provision to the whole of council including assistance with the development and maintenance of purchasing arrangements that satisfy the diverse range of goods and services required by council.

## KEY RESPONSIBILITIES IN THIS ROLE

1. **Purchasing and Contracting.** In conjunction with the Coordinator Procurement ensure the efficient delivery of purchasing and contracting services within council.

2. **Procedure Development.** Contribute to the development and implementation of procedures and guidelines that support the provision of efficient, effective functioning of the procurement section within council.
3. **Procurement Function.** Assist with the efficient function of the procurement section including stores and accounts payable, contract administration in line with statutory requirements and council's customer service framework.
4. **Internal Controls.** Implement and maintain processes to ensure audit compliance within the procurement function to provide appropriate financial governance for council.
5. **Procurement Understanding.** Provide training for council staff to develop the level of knowledge of procurement functions across council.
6. **Compliance.** Monitor and report on compliance with the Local Government Act and Regulations, Australian Accounting Standards and Relevant taxation legislation.
7. **Safety and training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting coordinator and/or manager.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Mandatory:

- Strong administrative skills with high-level data entry accuracy and attention to detail.
- Demonstrated time management skills, with the ability to organise and prioritise work effectively to meet deadlines/timeframes.
- Excellent customer service approach with the ability to form strong professional relationships with internal and external stakeholders.
- Demonstrated proficiency in the use of the Microsoft Office suite.
- Ability to work in a team environment and follow strict procedures and guidelines.

### Desirable:

- Experience in procurement, contracts management, contract administration or equivalent disciplines.
- Demonstrated knowledge of local government legislation in relation to contracting and financial functions.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Minimum of Queensland C class provisional drivers' licence.

### Desirable:

- Tertiary qualifications in Procurement, Contracts Management, Supply, Logistics and Purchasing and Materials Management or equivalent disciplines.

## WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to primarily work indoors and carry out activities which may include constant hand functions, constant seated postures, occasional forward reaching, occasional standing, frequent neutral neck postures, occasional walking, frequent dynamic neck movement, lifting up to 10kg, carrying up to 10kg.

## CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

## ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to Work in Australia.
- Medical Assessment
- Criminal history check.
- Reference checks.

## CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward-looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective	2

	working relationships with key stakeholders, both internal and external.	
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	2
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	1

**A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.**

## GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

**Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.**

**Name**

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**Signature**

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**Date**

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