

Position Description

Trainee Procurement and Contracts

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Eligibility for a Commonwealth supported place at university.

Assessed entry level of position within salary system:	Operational Band T4 –T10
Position limit within salary system: (20 Grade structure)	N/A
Status of position:	Temporary – Traineeship
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Corporate & Governance
Section/Unit:	Finance & Supply
Team:	Procurement Team
Work base:	Rushforth Road Works Depot, this may change should business need identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Procurement Coordinator
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	Primarily within the relevant Section
External contacts:	Contractors, tradespersons, general public

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Prolonged periods of sitting

Prolonged periods of standing

Frequent use of computer keyboard

Frequent bending

Purpose of the position

To assist the Procurement & Contracts team in the operation of procurement and contract operations. To assist in providing an efficient and effective procurement service to the organisation.

To participate as a productive member of the team and undertake assigned work tasks and activities within the workplace and training program,

To provide high quality customer service delivery which promotes a positive and professional image of Council and the Section.

To complete an appropriate course of study. Approved courses and training are as follows:

- Certificate IV & Diploma in Procurement & Contracting

Major duties and responsibilities

Undertake administrative functions related to the Procurement & Contracts team

Prepare basic reports and correspondence

Provide support to the team for day to operations in procurement and contracts.

Assist with gathering and maintaining data for Council's procurement and contracts compliance system.

Assist with the operation of Council's procurement including stationery.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Eligible to enrol in or be currently undertaking the early stages of approved courses as listed under 'Purpose of the position'

General knowledge of activities related to procurement and contracts management

Licences/tickets, clearances, membership

Current Drivers Licence

Position related skills

Demonstrated information technology skills including general literacy in email and internet programs and basic proficiency in Microsoft Word

Essential selection criteria

Ability to apply attention to detail and accuracy in work undertaken

Demonstrated interpersonal skills, and written and verbal communication skills

Personal qualities

Ability to work within a team environment

Work qualities

Demonstrated ability to interpret instructional information and apply to on the job situations

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Knowledge of regulations and codes that apply to procurement and contracts

Experience

Previous experience in a stores/procurement or contracts management related position

Other features of this position may include

Will be required to work from other Council offices from time to time.

Council based trainees are engaged in accordance with the 'Council Trainees Protocol' which includes:

- Payment of course fees for an approved course of study (subject to satisfactory completion of units)
- Purchase of prescribed text books required for the training, which will remain in the possession of the trainee
- Access to study leave

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Generic performance requirements

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee
