

CLARENCE VALLEY COUNCIL

Position Description

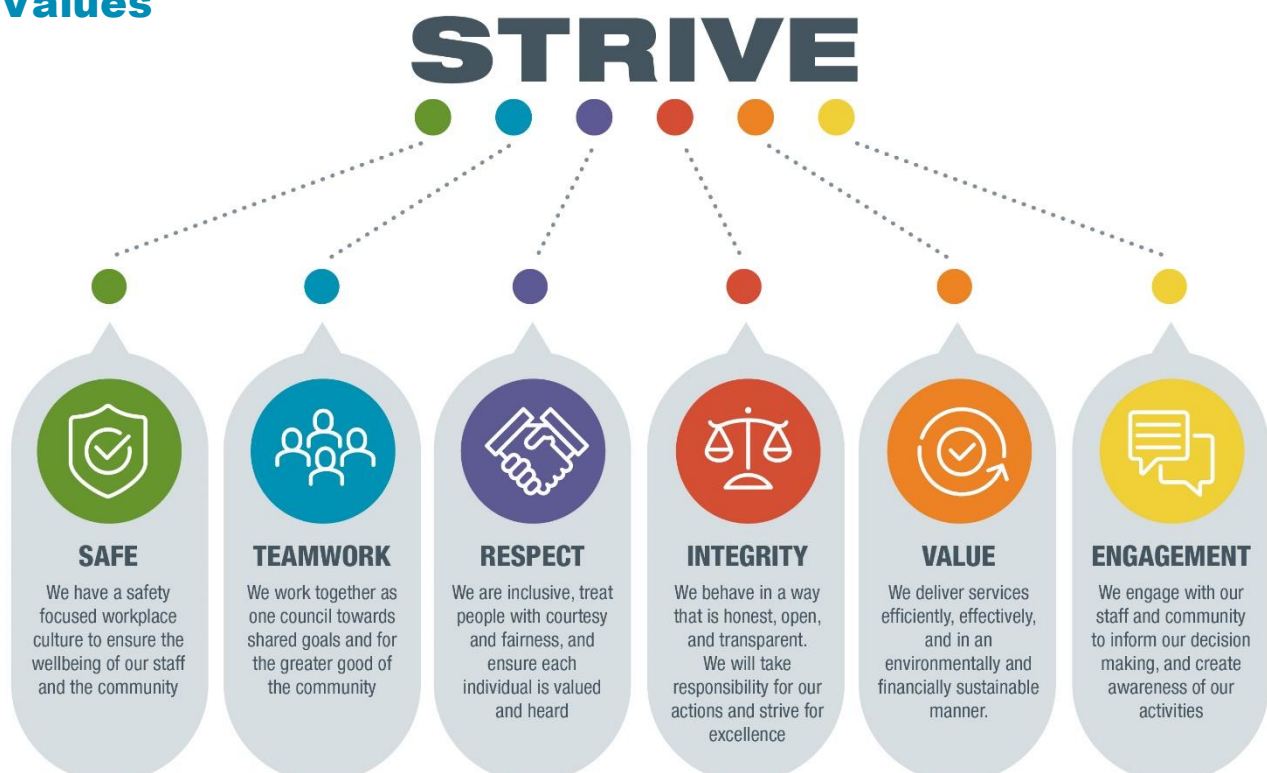
Trainee Procurement & Contracts

Directorate	Corporate and Governance Directorate
Location	South Grafton - Rushforth Road Works Depot
Classification/Grade/Band	Operational Trainee Band T4 - T10
Position Code	
Date position description approved	16 September 2020

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Trainee Procurement & Contracts works collaboratively with the Procurement & Contracts Teams and supports the administration and facilitation of procurement and contractor management services for Council. The position assists with ensuring the purchasing of all goods and services are cost effective and in accordance with policy and legislation.

Key accountabilities

- Perform administrative support functions for the Procurement and Contracts Team;
- Provide effective customer service to internal and external customers with information relating to the Procurement and Contract team;
- Work collaboratively and provide support for day to day operations of the team, including participating in team meetings and discussions;
- Provide assistance with gathering and maintaining data for Council's procurement and contractor compliance system;
- Complete all aspects of the traineeship including theory and practical study.

Key challenges

- Ensuring engagement with the Finance and Supply Section with a continual focus on improving and delivering the key functions of the Section and Team
- Assist with developing collaborative working relations and an effective network within Council to assist with implementing key procurement and contracts and Finance and Supply strategies.
- Balancing work and study requirements.

Key internal relationships

Who	Why
Procurement Coordinator & Manager Finance and Supply	To collaborate and liaise to obtain direction and guidance on tasks, goals and objectives.
Procurement and Contracts Team	To collaborate and participate in the Team to achieve tasks, goals and objectives and support initiatives that contribute to achieving Council's obligations.

Key external relationships

Who	Why
Contractors, Tradespersons and general public	Collaborate and share information
Education Provider	Assist in completion of theory related to traineeship and study requirements

Key dimensions

Decision making

To understand and follow directions, seek clarification and guidance from team members and people managers when needed.

Reports to	Procurement Coordinator
Direct reports	Nil
Indirect reports	Nil





Essential requirements

- A willingness to enrol in or be currently undertaking the early stages of approved courses required for a traineeship
- General computer and applications knowledge such as Microsoft Office
- Current Drivers Licence

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Communicate and Engage	Foundational	<ul style="list-style-type: none"> • Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly • Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with others
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Resources Procurement and Contracts	Foundational	<ul style="list-style-type: none"> • Complies with basic ordering, receipting and payment processes • Checks quotes and invoices for accuracy • Checks that invoiced fees and charges match goods or services delivered