

## POSITION DESCRIPTION

<b>Position Title:</b>	Procurement Business Partner	<b>Position Code:</b>	6-PBP
<b>Division:</b>	Organisational Performance	<b>Grade:</b>	H
<b>Location:</b>	Dubbo/Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Manager Procurement		
<b>No. Direct Reports:</b>	0	<b>No. Indirect Reports</b>	0

### Primary Purpose of Position

The Procurement Business Partner is responsible for providing procurement support to the Manager Procurement and Business Units across council in line with the applicable legislation, strategy, procurement frameworks, policies and procedures to achieve better outcomes for council.

The position will be responsible for administration of various databases and reports and will actively be involved in maintaining and monitoring council contracts.

The role will also manage risk and ensure compliance with Local Government procurement and tendering Legislation and Regulation while seeking to adopt innovative procurement solutions.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Supplier engagement	<ul style="list-style-type: none"> <li>Assist with the development and implement a Supplier Engagement Strategy</li> </ul>
Administer the end to end procurement and contract management activities of Council in accordance with the adopted framework, policies and procedures	<ul style="list-style-type: none"> <li>Administer Council's online requisitioning system</li> <li>Build key stakeholder relationships</li> <li>Maintain up to date knowledge of industry developments and legislation impacting on procurement</li> <li>Maintain the GIPA Contracts register</li> <li>Maintain the Contracts register for all contracts</li> <li>Administer Vendor Panel and Load and Open Tenders</li> </ul>
Establish, implement and maintain governance, policies and continuous improvement procedures in procurement management	<ul style="list-style-type: none"> <li>Promote best practice procurement throughout the organisation</li> <li>Research, evaluate and provide professional advice to Council on panel providers to facilitate best fit between suppliers and the specific needs of the business</li> </ul>

### Key Accountabilities / Duties

Engage and collaborate with stakeholders in the organisation to develop, maintain and measure against identified performance metrics relating to procurement	<ul style="list-style-type: none"> <li>• Undertake analysis of procurement expenditure, patterns and trends across Council</li> <li>• Identify, mitigate and escalate procurement risks or breaches to ensure ongoing compliance with organisation and other government policies and regulations</li> <li>• Provide training on procurement software systems and processes to ensure staff are purchasing in accordance with the Procurement Policy, framework and procedures</li> </ul>
Provide strategic direction and advice in relation to procurement and drive ongoing improvements and efficiencies	<ul style="list-style-type: none"> <li>• Driving excellence in procurement practices to realise better business alignment, improve service delivery and greater value</li> <li>• Identify opportunities for shared services, purchase aggregating, preferred suppliers and joint purchasing approaches</li> <li>• Ensure and promote probity and compliance for all purchasing transactions</li> </ul>
Team/People Management	<ul style="list-style-type: none"> <li>• Ensure that the organisation's policies and procedures are fully understood and adhered to by staff in the team</li> <li>• Ensure appropriate communication to all staff in the Procurement team to ensure awareness of relevant key issues</li> <li>• Foster good teamwork and high self-morale within the team</li> </ul>

### Inherent Requirements of the Position

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at desk utilising computers/electronic systems or other office based equipment
- The occupant of this position may be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary
- Maintain high level skills and experience in the operation of computer applications such as word processing, spreadsheets, database and other computer applications relevant to the organisation
- Class C Drivers Licence

### Selection Criteria

#### Essential

1. Degree in Legal, Accounting or related discipline.
2. Demonstrated experience in procurement and contract practices within a multi-disciplined organisation, including purchasing practices, tendering and contract management.
3. Demonstrated experience in successfully developing and implementing innovative best practice strategies and solutions in a local government or similar diverse organisational environment.
4. High level of communication skills, both verbal and written.

5. Highly developed time management, research, analytical and problem solving skills.

Desirable

6. Knowledge in Local Government purchasing, regulations.

7. Demonstrated experience in managing and administering procurement functions to ensure compliance with relevant legislation, policies and procedures.

### Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Progressive <ul style="list-style-type: none"> <li>○ Be Curious, Courageous and Committed</li> </ul> </li> <li>• Sustainable <ul style="list-style-type: none"> <li>○ Balanced Approach to Growth and Opportunity</li> </ul> </li> <li>• One Team <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• Integrity <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: