

Position Description

CORPORATE INFORMATION

Position Title	Senior Officer - Contracts		
Directorate	Corporate and Community Services	Branch/Section/Unit	Financial Services Branch/Procurement Section
Position Number	1152	Level	5
Award	Queensland Local Government Industry (Stream A) Award – 2017 Division 2, Section 1		
Line Manager	Coordinator – Procurement		
Direct Reports	NIL		

SCOPE OF POSITION

Position Summary

To provide professional and administrative support, advice and assistance to Directorates in all tendering and contract management functions, including support and advice in relation to the preparation, issuing and evaluation of Council's contracts.

To ensure all contract, procurement and tendering activities are in accordance with adopted policies, procedures and the Local Government Act 2009 and other relevant legislation.

Key Responsibilities of the Role

- Management of Council's Contracts and Quotation Register.
- Prepare public Tender and Quotation documentation, inclusive of specifications, tender response requirements, and appropriate conditions of contract when required.
- Prepare and facilitate public tender, expression of interest, selected tender and quotation processes in accordance with Council Policy, including the publishing of documents, registering and distribution of responses.
- Preparation of contractual documents.
- Provide assistance and advice on contractual and procurement matters to Council staff as required.
- Provide formal input into the development and review of Council policy, procedures and processes as required.
- Contribute to Council's Procurement Strategy and Procurement Best Practice.
- Provide advice and training across Council in key areas of high level, high risk and high expense procurement practices involving key stakeholders.

Position Description

Mandatory Licence/competency (Ticket) Requirements

- Queensland 'C' Class driver's licence.

Essential Knowledge/Skills/Qualifications Criteria

- A formal qualification or minimum 3 years' experience in a procurement related discipline.
- Highly developed verbal and written communication skills, with a demonstrated ability to negotiate and collaborate with internal and external customers.
- Demonstrated high level of knowledge and understanding of contemporary best practice in contractual and tendering processes and associated rules and regulations.
- Demonstrated knowledge of the Local Government Act 2009 and Local Government Regulations 2012 with regards to tendering and contractual arrangement practices.
- High level of document preparation skills, including drafting, preparing, proof checking and publishing external documents to the required Council standard.
- High level computer skills, including demonstrated experience with a range of Microsoft Office Products, Adobe and Internet based third party portal products.

Desirable Knowledge/Skills/Qualifications Criteria

- Previous experience or knowledge of Authority financial management program.
- Previous experience in tendering and contractual function in-house or induction training along with a Certificate IV in Training and Education.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.
- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.

Special Requirements

- N/A.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – We take responsibility for our actions. We will be accessible and fair.

Consistent – Our actions will reflect council's guidelines and practices at all times.

Appreciative – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – We will keep people informed, consult with the community and will actively listen to and respond to their input.

Position Description

Respectful – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved By

Name		Position	
Signature		Date	

Accepted By

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.