

# Position Description

## CORPORATE INFORMATION

|                         |                                                                                          |                            |                                             |
|-------------------------|------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------|
| <b>Position title</b>   | Officer – Procurement                                                                    |                            |                                             |
| <b>Directorate</b>      | Corporate and Community Services                                                         | <b>Branch/Section/Unit</b> | Finance and Risk Branch/Procurement Section |
| <b>Position number</b>  | 1457                                                                                     | <b>Level</b>               | 3                                           |
| <b>Award</b>            | Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1 |                            |                                             |
| <b>Line Manager</b>     | Coordinator - Procurement                                                                |                            |                                             |
| <b>Direct reports</b>   | NIL                                                                                      |                            |                                             |
| <b>Indirect Reports</b> | NIL                                                                                      |                            |                                             |

## SCOPE OF POSITION

### Position Summary

To provide assistance to the Coordinator – Procurement and Senior Officer – Procurement with the delivery of procurement services and OLR functions for council to ensure compliance with policies, procedures and legislation.

To provide high level administrative and customer service to internal customers of Council to support effective processing of procurement services and contract administration and preparation.

### Key Responsibilities of the Role

- Maintenance and Support for up to date procurement policies, procedures, work instructions and templates that enable council to meet government legislative and regulatory requirements, including the training and induction of council staff.
- Maintenance of Council's Contracts Register, Tender and Quotation Registers and any other relevant registers in conformance with relevant legislation and Council policies.
- Assist the Senior Officer - Contracts in the ongoing administration of tenders and quotations, including uploading and updating E-Tendering Portals as and when required.
- Administrative assistance to the work area, including preparation of council templates, correspondence, agreements, contract formation and reporting documents. This will include

management and maintenance of Corporate Contract and Quotation or other relevant records via Council's Electronic Record Management System.

- Administrative support for the update and management of Procurement related systems and data including, but not limited to:
  - On Line Requisitions (OLR) training and helpdesk function;
  - Data Analysis Software;
  - Extranet and Intranet pages;
  - Excel Spreadsheets;
  - Panel Software Solution management, administration and training; and
  - Procurement projects reporting, presentations and meetings.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence that is current and maintained.

## **Essential Knowledge/Skills/Qualifications Criteria**

- Sound verbal and written communication skills, with a demonstrated ability in customer service to support internal and external customers.
- Demonstrated experience of contemporary procurement processes including tendering processes, contracts and relevant legislation.
- High level administrative skills including document preparation, web based publishing, excel, Word, PowerPoint, minute taking and records management.
- Knowledge and familiarity with Financial Systems software or modules.
- Demonstrated experience in training or helpdesk operations in a mid – large size organisation.
- Ability to work in a team environment as well as a demonstrated ability in successful time management and multi-tasking.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Accreditation to at least Certificate II in procurement (or equivalent), or relevant experience in procurement and preparedness to complete such certification.
- Certificate IV in TAE or previous experience in inducting and/or training others.

## **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.

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## Special Requirements

- NIL

## 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.*