

Position Description

CORPORATE INFORMATION

Position title	Senior Officer - Procurement		
Directorate	Corporate Financial Services	Branch/Section/Unit	Projects and Procurement Branch
Position number	1152	Level	6
Award	Queensland Local Government Industry (Stream A) Award – 2017 Division 2, Section 1		
Line Manager	Manager Projects and Procurement		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

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

To ensure that Council systems and processes support internal clients whilst complying with adopted policies, procedures and the Local Government Act 2009 and other relevant legislation.

Key Responsibilities of the Role

- Develop and undertake Governance functions and corporate reporting in relation to Council's procurement activities.
- Review/amend procurement, tender and quotation documents and templates as 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.
- Respond to contractor enquiries, and support where appropriate, in regards to policy and procedures
- Administer and maintain a range of Council procurement/contract related systems/registers including Online Requisitions, Contracts module, Contracts and Quotations register, Contracts over \$200,000 register, Vendor panel, Qtenders etc.

- Maintain internet and intranet resource sites and other systems on behalf of the Procurement function.
- Provide assistance, advice and training on contractual and procurement matters to Council staff as required.
- Facilitate and participate in strategic regional industry procurement networking and collaboration to maximise opportunities for Council and its partners
- Develop and prepare appropriate reports and tools to ensure compliance and/or assist business units in the procurement process

Mandatory Licence/Competency (Ticket) Requirements

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

Desirable Licence/Competency (Ticket) Requirements

- Previous experience or knowledge of Authority financial management program.
- Certificate IV in Training and Education

Essential Knowledge/Skills/Qualifications Criteria

- A qualification or substantial experience in procurement at a senior level.
- Demonstrated experience in the provision of procurement and contracts support, including systems, across an organisation
- Demonstrated high level of knowledge and understanding of contemporary better practice in procurement strategy, contractual and tendering processes.
- Highly developed verbal and written communication skills, with a demonstrated ability to negotiate and collaborate with internal and external customers.
- Demonstrated ability to interpret legislation
- Demonstrated ability to research, analyse and apply problem-solving skills in order to provide appropriate procurement solutions to internal clients.
- 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.
- Ability to plan, prioritise and organise workloads to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks
- Demonstrated experience in tendering and contractual function in-house or induction training.

Physical Requirements of the Position

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

- 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.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

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.

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.

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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.