

Position Description

POSITION TITLE		Contracts and Procurement Officer			
REFERENCE/POSITION NUMBER		TBC			
DEPARTMENT		Office of COO			
ACCOUNTABLE TO		Chief Financial Officer			
SUPERVISOR		Procurement Coordinator			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	8	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	No		VEHICLE	No vehicle	
APPLICABLE ALLOWANCES		n/a			
LAST UPDATED		1/03/2024			

OBJECTIVES

- To support the Procurement Coordinator in the day-to-day management of the Procurement function.
- To support the Procurement Coordinator in providing timely and sound procurement, tendering and contract administration advise to internal and external customers.
- To provide assistance, guidance and training to staff in the application of systems and programs associated with procurement.

SELECTION CRITERIA

ESSENTIAL

- Qualifications in one or more of the disciplines of Procurement and Supply, Project Management, Accounting or Business management.
- Knowledge and demonstrated skills and experience in procurement and supply practices, providing support and advice on procurement and advice on procurement and tendering practices, policies and procedures.
- High level verbal communication skills, with the ability to establish credibility across multiple organisational levels and externally.
- High level written communication skills including experience in writing procedures and developing and documenting workflows and processes.
- Demonstrated experience and current knowledge in the use of computerised financial, purchasing and inventory systems.
- Ability to work independently, or as part of a team.
- High level skills and experience working cooperatively and engaging with all areas of the organisation to deliver continuous improvement and outcomes.
- Ability to manage busy and often competing priorities/workloads.
- Proficiency with Microsoft Office programs including Word, Excel and PowerPoint.
- Ability to maintain confidentiality and demonstrated high ethical standards.

DESIRABLE

- Knowledge of the Local Government Act, Regulation and Tendering Guidelines.
- Experience in the use of OneCouncil (Technology One)
- Experience and proficiency with other, relevant software applications.
- Experience with Tenderlink, online Tender management application.

ACCOUNTABILITIES

- Contribute to delivering Procurement and Supply outcomes and service initiatives.
- Provide administration support, advice and assistance on procurement matters to staff across all areas of Council.
- Assist in the review, revision and promotion of procurement policies and procedures, and actively investigate opportunities to improve practices.
- Work with the Procurement Coordinator to develop corporate awareness in the procurement arena, including implementing strategies, programs and training to educate staff on procurement and supply functions.
- Contribute to addressing internal or external audit matters.
- Assist in coordinating tendering processes, including preparation and issue of tender documents using electronic platforms.
- Represent Procurement at relevant meetings, and on working groups and committees, and be able to provide knowledge, advice and recommendations.

- Maintain Procurement internet and intranet sites.
- Work collaboratively with the Risk Management Officer to ensure contractors engaged by Council compliant with Council policy and procedures, in particular with WHS obligations.
- Assist in developing, reviewing and maintaining Council's contract administration and contract management practices.
- Perform other tasks as discussed with Procurement Coordinator, consistent with the objectives of this position.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS	
FINANCIAL DELEGATION:	Nil
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none">Physical and mental capability to perform the inherent requirements of the position	
	<ul style="list-style-type: none">Proof of ability to legally work in Australia	
	<ul style="list-style-type: none">Pre-employment screening to Australian Standards in Employment Screening.	
	<ul style="list-style-type: none">Criminal record check	Yes
	<ul style="list-style-type: none">Pre-employment medical	No
	<ul style="list-style-type: none">Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: