

## Position Description

<b>Title:</b> Coordinator Procurement and Fleet Management (Position 142)	<b>Award Classification:</b> Band 3, Level 2
<b>Department:</b> Financial Services	<b>Salary Classification:</b> Grade 5
<b>Tenure:</b> Permanent Full Time	<b>FTE:</b> 1

### **Context:**

The Coordinator Procurement and Fleet Management operates in a context that is subject to constant regulatory, political and social change. In particular, changing legislation, community relationships, and relationships with other governmental bodies are key contributing trends to be addressed over time through the work of Council and this role.

Working within the Corporate and Commercial Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Financial Services team, including other Coordinators, Managers, Directors and the General Manager, to provide a high standard of advice and strategic input relating to procurement, contract management and fleet management.

### **Role Purpose:**

To provide professional support, advice and assistance to Directorates in all procurement, tendering and contract management functions, ensuring compliance with Council's policies and procedures and the Local Government Act and other relevant legislation.

To coordinate and oversee the effective management of Council's plant and equipment (including light fleet) through the use of modern and proactive fleet management systems and practices.

### **Key Accountabilities:**

- Provide advice and strategic input relating to procurement, contract management and fleet management to the Executive Leadership Team, Managers and Council staff as required
- Prepare and facilitate Request for Tender (RFT), Request for Quotation (RFQ) and Expression of Interest (EOI) processes in accordance with Council policies and procedures
- Develop and implement effective procurement and contract management processes
- Administer tender and contract processes, including advertising opening and maintenance of contract files
- Contribute to Council's procurement strategy and undertake strategic procurement activities, such as conducting analysis on Council's procurement spend and making recommendations to improve best value and best practice

- Manage the Fleet in accordance with Council policies and procedures whilst maintaining environmental principles and achieving best value for money
- Contribute to the development of Council’s fleet strategy and long-term replacement plans
- Coordinate the long-term fleet replacement program
- Prepare regular operational reports for the Executive Leadership Team on numbers of fleet, lifecycle costs, fleet performance, utilization and incidents and use this information to identify trends and issues
- Ensure procurement and fleet policies and procedures are up to date and are communicated across the organisation as appropriate
- Coordinate and oversee the day to day operations of Council’s store.

**Core Competencies:**

- A formal tertiary qualification or equivalent experience in a Procurement / Fleet Management
- Highly developed verbal and written communication skills, with a demonstrated ability to negotiate and collaborate with internal and external customers
- Demonstrated knowledge of the Local Government Act and Local Government Regulations with regards to tendering and contractual arrangements practices
- High level of document preparation skills, including drafting preparing, proof checking and publishing external documents to the required Council standard
- Demonstrated high level of knowledge and understanding of contemporary best practice in procurement and fleet management functions and processes
- Ability to maintain confidentiality and demonstrated high ethical standards
- Knowledge of, and commitment to, Work, Health & Safety policies and procedures
- Strong analytical skills and sound understanding of budgeting and forecasting processes

**Supervision Received:**

This role reports to the Manager Financial Services (CFO).

**Supervision Exercised:**

The following roles report to the Coordinator Procurement and Fleet Management:

- Procurement and Fleet Officer
- Storeman



**“Lead and work with  
our community to build an  
*inspired, connected*  
Macleay Valley”**

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date