**POSITION DESCRIPTION**



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| **POSITION TITLE:** | Procurement Partner |
| **POSITION NO:**  | 3456 |
| **CLASSIFICATION:** | Band 6  |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement 2018 |
| **DEPARTMENT:** | Business Transformation |
| **BRANCH:** | Finance & Procurement |
| **WORK UNIT:** | Procurement |
| **REPORTS TO:** | Unit Manager Procurement |
| **SUPERVISES:** | Nil |
| **PREPARED BY:** | Unit Manager Procurement  |
| **APPROVED BY:** | Chief Financial Officer |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

1. **POSITION OBJECTIVE:**

Provide organisational leadership through procurement expertise and support in managing the Council’s procurement activities through a partnering model.

Provide organisational leadership through contract management expertise and support to ensure Council contracts are managed in accordance with the Contract Management Framework and align to Council Priorities.

Deliver the Procurement learning and development modules in accordance with the Contract Management Framework to ensure Council staff are informed, educated and set up for success in procurement and contract management responsibilities.

Ensure Council officers undertake Procurement activities in accordance with the Procurement Framework and align with Council priorities.

Ensure Council officers adhere to Contract management policies and procedures

* Contribute to the development and on-going management of MCC’s procurement policies, procedures and systems, focusing on creating efficiencies for the business and the team.
* Lead partner areas to deliver required reporting on procurement and contract management activities.
* Ensure appropriate management of Councils contracts and contract register

Participate in regional collaborative procurement activities with an appropriate level of complexity for this position.

* Ensure efficient, effective and professional services are provided to customers and stakeholders with a focus on excellence in customer service.

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **POSITION OUTCOMES:**

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| **Outcomes** | **Measures** |
| Best Practice Procurement | Procurement expertise is provided to the organisation accurately, on time and in a clear and professional manner, with procurement activity undertaken in partnership with the business area. Council staff are informed, educated and set up for success in procurement responsibilities through the delivery of procurement learning and development modules and guidance. Council officers undertake procurement activities in accordance with Council policies, procedures and priorities, including the Procurement Framework. |
| Contract Management | Contract management expertise is provided to the organisation accurately, on time and in a clear and professional manner, reflected in Council contracts being managed in accordance with the Contract Management Framework. Council staff are informed, educated and set up for success in contract management responsibilities through the delivery of contract management learning and development modules. Contract management is undertaken by Council staff in accordance with Council policies, procedures and priorities. |
| Collaborative Procurement | Demonstrate leadership on collaborative procurement activities, evident in the achievement of successful collaborative procurement projects and activities. Through the implementation of collaborative procurement, an improvement in service efficiency and optimisation is achieved. |
| Contract Register | Council’s contract documentation and contract register are managed appropriately, in a timely manner, and contain complete and accurate information to a satisfactory standard as determined by the Unit Manager Procurement. |

1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Unit Manager Procurement

**Supervises:** Nil

**Internal Liaison:** Council’sDirectors, managers, contract managers and other staff

**External Liaison:** Tenderers, suppliers, contractors and project managers

Northern Region Procurement Network, LG Procurement staff and industry stakeholders

**JOB CHARACTERISTICS RELEVANT TO THE POSITION**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in the Enterprise Agreement.

**EMPLOYEE OBLIGATIONS:**

**Continuous Improvement**

* Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

**Occupational Health & Safety**

* Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
* Demonstrate effective leadership on OHS matters

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
* Responsible for providing professional, timely and accurate advice to internal and external stakeholders on procurement and contract management matters.
* Accountable to the Unit Manager Procurements in the delivery of procurement and contract management excellence across Council.
1. **JUDGEMENT AND DECISION MAKING:**
* Exercise judgement to provide high level procurement information, advice, analysis and recommendations to the Unit Manager Procurements and relevant stakeholders.
* Demonstrate judgement and problem-solving through the use of methods and procedures developed from theory or precedent, with the ability to see the implications of actions, documents, and poor processes.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**
* Highly developed expertise in procurement and contract management standards.
* Strong technical administration skills – document management, version control, capacity to evaluate or manage the quality of documentation.
* Highly developed verbal reasoning, and written and oral communication skills.
* High levels of political and social acumen.
* Comprehensive understanding of Council procurement principles, with the ability to ensure that value for money is realised whilst also translating the value of social procurement in to practice.
* Sound understanding of contract law and the Local Government Act.
* Understanding of the long term goals of the Procurement team and the policies relevant to both the Finance and Business Systems branch and the broader Council environment.
1. **MANAGEMENT SKILLS:**
* Ability to effectively manage time and prioritise work to ensure timeframes and work standards are met efficiently, on time and with the resources available.
* Demonstrated initiative, self-motivation, and enthusiasm, with minimal need for supervision to manage day to day tasks.
* Ability to work with flexibility and adaptability to changing organisational needs and priorities within an environment of conflicting pressures.
1. **INTERPERSONAL SKILLS:**
* Ability to build and maintain effective relationships, based on integrity and working in collaboration, and the ability to contribute to a team environment, including discussing specialist matters with stakeholders to resolve complex problems and conflict resolution.
* Ability to communicate and gain cooperation from staff, Council clients, and stakeholders in pursuit of Council’s objectives, and to negotiate, manage conflicting views and mediate solutions to achieve outcomes between stakeholders.
1. **QUALIFICATIONS AND EXPERIENCE:**
* A tertiary qualification in business, commerce or a related field, or a less formal specialised procurement qualification combined with substantial experience.
* Experience in a similar procurement role.
* Demonstrated experience in procurement, contract management and contract administration.
* Demonstrated experience in developing, reviewing and editing a wide range of tender and contract documents.
* Demonstrated experience in co-ordinating and evaluating tender submissions and a broad knowledge and understanding of tender evaluation processes and associated probity requirements.
1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
|  |  |  |  |  |
| Manual handling weights -above 10kgs -below 10kgs | ( )( ) | ( )( ) | (✓)(✓) | ( )( ) |
| Manual handling frequency | ( ) | ( ) | (✓) | ( ) |
| Repetitive manual work | ( ) | ( ) | ( ) | (✓) |
| Repetitive bending/twisting | ( ) | ( ) | ( ) | (✓) |
| Working with arms above head | ( ) | ( ) | ( ) | (✓) |
| Lifting above shoulder height | ( ) | ( ) | ( ) | (✓) |
| Using hand tools – vibration/powered | ( ) | ( ) | ( ) | (✓) |
| Operating precision machinery | ( ) | ( ) | ( ) | (✓) |
| Close inspection work | ( ) | ( ) | ( ) | (✓) |
| Wearing hearing protection | ( ) | ( ) | ( ) | (✓) |
| Wearing eye protection | ( ) | ( ) | ( ) | (✓) |
| Working in dusty conditions | ( ) | ( ) | ( ) | (✓) |
| Working in wet/slippery conditions | ( ) | ( ) | ( ) | (✓) |
| Wearing Gumboots | ( ) | ( ) | ( ) | (✓) |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( ) | (✓) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) | (✓) |
| Washing hands with soap (hygiene) | ( ) | ( ) | ( ) | (✓) |
| Working at heights | ( ) | ( ) | ( ) | (✓) |
| Working in confined spaces | ( ) | ( ) | ( ) | (✓) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) | (✓) |
| Performing clerical duties | ( ) | (✓) | ( ) | ( ) |
| Working on a keyboard | (✓) | ( ) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) | ( ) | (✓) | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) |  ( ) |

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1. **KEY SELECTION CRITERIA**
* A tertiary qualification in business, commerce or a related field, or a less formal specialised procurement qualification combined with substantial experience.
* Experience in a similar procurement lead or partner role.
* Demonstrated experience in procurement, contract management and contract administration.
* Demonstrated experience in developing, reviewing and editing a wide range of tender and contract documents.
* Demonstrated experience in co-ordinating and evaluating tender submissions and a broad knowledge and understanding of tender evaluation processes and associated probity requirements.
* Ability to effectively manage time and prioritise work to ensure timeframes and work standards are met efficiently, on time and with the resources available.
* Ability to build and maintain effective relationships
* Strong technical administration skills – document management, version control, capacity to evaluate or manage the quality of documentation.
* Highly developed verbal reasoning, and written and oral communication skills.
* Sound understanding of contract law and the Local Government Act.

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

######  Date / /

**(Staff member’s signature)**

 **Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**