

# SENIOR PROCUREMENT PARTNER

## Position Description



**Position number:** 0981

**Classification:** Band 7

**EA:** Moreland City Council Enterprise Agreement

**Department:** Business Transformation

**Branch:** Finance & Procurement

**Unit:** Procurement

**Reports to:** Unit Manager Procurement

**Supervises:** N/A

**Approved by:** Chief Financial Officer

### Organisational values:



## Position objectives

- The position is responsible for providing Council with procurement support for more complex engagements, and specialist advice on procurement policy, procurement planning, category management, contract formation and contract management activities. The objective of this role is to develop and facilitate organisational tendering and contract management policy and processes

Date Created: 10 August 2018

Date Modified: 09 June 2022

Date Approved: 10 June 2022

Date Printed:

whilst leveraging innovation and technology to ensure effective governance, value for money and sustainability outcomes are realised.

## Key responsibility areas

- Co-ordinate and manage strategic procurement plans, and contract management process through consultation with key stakeholders for services/works projects.
- Provide high level advice and services to management and departmental officers in relation to procurement and supply contracting activities under the Local Government Act and Procurement Policy framework.
- Develop and maintain tendering and contract management documentation, including databases, procurement and tender plans, evaluation matrixes, registers, and intranet sites.
- Deliver cost reduction and sustainability outcomes.
- Ensure a high level of governance and risk management.
- Implement a procurement assurance system including audits, and training programs.
- Facilitate training to the assigned Portfolio Areas on contract management to ensure Council staff are informed, educated and set up for success in procurement and contract management responsibilities.
- Contribute to the development and on-going management of Council'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.
- Lead participation in Collaborative Procurement Arrangements with other Councils or state government or other nominated agents and ensure appropriate management of established contracts and contract register.
- Ensure efficient, effective and professional services are provided to customers and stakeholders with a focus on excellence in customer service.
- Required to undertake other duties as directed.

## Employee competencies and accountabilities

### Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

### Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.

- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain continuous improvement system standards and procedures.
- Incorporate Council's social, environmental and economic sustainability objectives, and targets into projects and programs.
- Promote and participate in a culture of social, environmental and economic sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

### **Other duties:**

- Required to undertake other duties as directed.

## **Organisational relationships**

<b>Internal Relationships</b>	Directors, Managers, Contract Managers, and other staff
<b>External Relationships</b>	Suppliers, Project Managers, Northern Region Procurement Network, Other Local Governments, Social Enterprises, 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 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

### **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 Procurement in the delivery of procurement and contract management excellence across Council with the freedom to act being governed by clear objectives and/or budgets. The effect of decisions and actions taken may be significant, but an avenue of appeal or review the Unit Manager Procurement is usually available.
- Authorised to contribute formal input into policy development within area of expertise and/or management.

### **2. Judgement and Decision Making:**

- Exercise judgement to provide high level procurement information, advice, analysis and recommendations to the Unit Manager Procurement 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.
- Guidance and advice are usually available.

### **3. Specialist Knowledge and Skills:**

- Proficiency is required in the application of theoretical and/or scientific approaches in the search for solutions to new problems and opportunities.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding of the long-term goals of the wider organisation, of its values and aspirations, and of the legal, socio-economic, and political context within which it operates.
- Knowledge and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
- Thorough knowledge of the principles of competitive tendering, contract law, project management, procurement, financial and business management practices.
- Well-developed evaluation, analytical, investigative and problem-solving skills.
- Experience in driving sustainability (social, environmental and economic) outcomes.
- Excellent skills and knowledge of computer systems for tenders and contract management, including but not limited to advanced capabilities in MS Word, MS Excel, Power BI.

### **4. Management skills:**

- Ability to effectively manage time, set priorities, plan and organise one's own work (and, where appropriate, that of other employees) to achieve specific and set objectives 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.

### **5. 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.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and to liaise with other employees in other functions within the organisation to resolve intra-organisational problems.

### **6. Qualifications and Experience:**

- A tertiary qualification in business, commerce, procurement or equivalent and/or combination of knowledge and substantial experience in procurement.
- 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 specifications, tender and contract documents for example, service contracts, IT contracts, works contracts.
- Demonstrated experience in co-ordinating and evaluating tender submissions of varying complexity and a broad knowledge and understanding of tender evaluation processes and associated probity requirements.

## 7. 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.

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/powerful	( )	( )	( )	(✓)
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 special features (e.g. nature of chemicals, travelling requirements, etc):

---

---

## 8. Key Selection Criteria

- A tertiary qualification in business, commerce, procurement or a related field and/ or knowledge and substantial experience in procurement.
- Experience in a similar procurement lead or partner role.
- Demonstrated experience in procurement and contract management.
- 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.
- Demonstrated ability to manage multiple stakeholders and effectively partnering to influence decision-making.
- 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.
- Strong analytical skills including demonstrated ability to develop complex tender evaluation models and spend data.
- Sound understanding of contract law and the Local Government Act.
- Proven knowledge of computer systems for tenders and contract management, including but not limited to advanced capabilities in MS Word, MS Excel, PowerBI.