

<b>Position Title:</b>	Works Procurement and Improvement Officer		
<b>Position Code:</b>	P181	<b>Evaluated:</b>	29/04/2021
<b>Award Classification:</b>	<b>Band:</b> 2	<b>Level:</b>	1
<b>Salary System Grade:</b>	<b>Grade:</b> 3	<b>Minimum Level:</b>	Entry
<b>Approved:</b>	Matthew Lysaught		<b>Date:</b> 29/04/2021

## Primary Purpose of the Position

The Works Procurement and Improvement Officer will be responsible for ensuring effective performance of Council's systems within the Works Section. The Works Procurement and Improvement Officer is responsible for the management of Council's Roads Maintenance Council Contract (RMCC) with Transport for NSW (TfNSW). This position will be responsible for Works procurement processes and continuous improvement of Works' systems in line with Council's corporate ICT Strategy and system upgrades, including procurement, customer request management, asset management, and digital platforms.

## Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Manage contract administration with TfNSW for Council's RMCC contract to fulfill the requirements of the contract.
2. Coordinate procurement processes for all Works' goods, services and stores items at the most advantageous terms for Council, in accordance with Council's procurement policies and procedure.
3. Provide advice to Works Supervisors on procurement in line with Council's Procurement Policy and Procedure.
4. Liaise regularly with IT and Administration Services to ensure all Works' systems and procedures are in line with corporate system upgrades, policies and procedures including transition to digital platforms.
5. Ensure Council's asset management systems effectively capture maintenance and condition data for Works.
6. Proactively provide input into the development, implementation, monitoring and continual improvement of processes and service delivery.
7. Ensure optimum stock levels are maintained, seek efficiency gains in stock keeping system, open and close store to meet Works operations, and ensure security.
8. Operate purchasing and Store's system to ensure accuracy and traceability of requisitions, orders, receipt documents and invoices.
9. Implement and maintain a chemical register.
10. Any other such duties that are commensurate with the employee's skill level, competency and training.

## Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	<b>Effective Communication</b> - Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> <li>Explain things clearly and respectfully</li> <li>Allow others time to speak, and actively listen to others</li> <li>Approach conflict objectively, and refer to a supervisor where appropriate</li> </ul>
	<b>Ethical Behaviour</b> - Be professional, ethical, and demonstrate behaviour in line with the Spirit Values	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values</li> <li>Be aware of and follow relevant legislation and policy frameworks</li> <li>Speak up against misconduct, illegal and inappropriate behaviour</li> </ul>
	<b>Achievement</b> - Achieve quality outcomes in line with organisational objectives	<ul style="list-style-type: none"> <li>Complete work tasks within acceptable timeframes and standards</li> <li>Clarify role and responsibilities when unsure of tasks</li> <li>Understand that your own work relates to achieving organisational objectives</li> </ul>

## Key Tickets, Qualifications and Other Skills

1. Certificate IV in Procurement and Contracting, Certificate IV in Business Administration or other equivalent qualifications or experience.
2. Experience with computerised purchasing and inventory control systems.
3. Forklift Operator's Certificate.
4. Current Class C (1A) Driver's Licence.
5. Experience in using Civica's Authority System (desirable)
6. Preferred experience in Local Government and database administration roles (desirable).
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated **Fundamental** key capabilities as defined in the Key Capabilities Table (above).