

Position Description

TRAINEE PROCUREMENT OFFICER

POSITION INFORMATION

Directorate	Corporate Services
Reports To	Procurement Officer
Position Number	
Grade	Operational Band 1, Level 1 (Juniors & Trainees) of Local Government (State) Award
Location	Narrabri Shire
Award	Local Government (State) Award

POSITION OBJECTIVE

Assist in the operation of Council's procurement activities, including the purchase and distribution of supplies, materials and equipment and the maintenance, review and distribution of information.

It is intended that the traineeship will result in achievement of a Certificate III in Local Government.

Under the traineeship agreement, there is no commitment on behalf of Narrabri Shire Council for continuing employment when the agreed training period ceases.

KEY RESPONSIBILITIES

- Assist in the daily operations of Council's stores.
- Assist in determining the best source of supply for stock items and demonstrate evidence of benefit to Council by selection of supplier/contractor.
- Ensure materials and services are ordered and delivered within a suitable timeframe and within resources allocated by Council, and goods received are in good order and condition.
- Assist in the coordination and daily movement of stock and distribution of goods to staff and associated bodies in a timely manner, and within Council's stores control policies and guidelines.
- Assist in coordinating issues, returns and receivables of stores items.
- Complete and maintain accurate stock and administrative records and associated transactional history in compliance with corporate record keeping requirements.
- Assist in maintaining stores area to ensure effective and efficient operations and workplace health and safety standards are met.
- Lift, carry, unpack, load and unload supplies using appropriate resources.
- Provide assistance to Council field staff in processing their purchase orders.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: Nil

Indirect Reports: Nil

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

- NSW Provisional Driver Licence (Manual) or higher.

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Ability to undertake traineeship studies in Certificate III in Local Government.
- Proven ability to work in a team environment as well as the ability to work independently.
- Proven ability to meet deadlines and manage several tasks at once.
- Demonstrated ability to make decisions, use problem-solving skills, show initiative and improve work practices.
- NSW Provisional Driver Licence (Manual) or higher.

Desirable

- Demonstrated experience with Microsoft suite of products at any level.

DOCUMENT REVIEW DATE: APRIL 2018

VERSION: 2018.1

I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

Executive Manager

Human Resources: _____

Date: _____

Line Manager: _____

Date: _____

Director: _____

Date: _____

Employee: _____

Date: _____