Position Description

Position Title: Procurement Advisor

Position Number: PCAV01

Purpose of Position The Procurement Advisor assists the Manager Procurement and Contracts in the maintenance of the procurement plan, the lodgement of Requests for Quotations in Supplier Gateway and management of tenders as required.

Expressions of Interest and Requests for Tenders are lodged in Tenderlink. Coordinates the management of supplier relationships across Council and tracking of contractors and contracts for internal and external reporting requirements. Provides support to Purchasing and Stores positions.

Grade of Position: **Band 5**

Provides a specialised/technical service and completes work which has elements of complexity. May be responsible as a co-ordinator for the operation of a small section.

Hours of Work: 35 hours per week

Department: Corporate

Section: Procurement

Position Reports to: Manager Procurement and Contracts

Number Supervised: 0

Approved by: Director Corporate **Date:** September 2022

CONTACTS

Key Contacts Within Department

- Manager Finance
- Manager Governanace
- Governance Officer
- Purchasing /Stores Officer
- Stores Officer

Key Contacts in Other Departments`

- Project Owners
- Project Officers
- Requisitioners
- Approvers
- Internal requisitions – Customer Service

Key Contacts Outside Council

- Suppliers
- Tenderlink
- Vendor Panel
- Corporate Scorecard
- NSW Government Contract Owners
- Local Government Procurement
- Procurement Australia
- NSROC
- ICAC

Budget Allocation: N/A

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name: ……..

Signature: …… Date: ……

Trim reference: 2022/

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GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all Hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program

- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying

- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems

- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act

- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan

- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance

- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene

- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- Certificate IV in Government (Procurement and Contracting) for NSW Local Government or relevant work related qualifications and experience
- Class C Driver's licence
- Desirable -High Risk - forklift licence to support high reach warehouse functions.

2. Required Experience

- Minimum 5 -10 years previous experience in Local Government or related field
- Demonstrated experience in tender and contract preparation in accordance with Local Government legislative requirements or equivalent
- Previous experience in delivering training for procurement systems, tendering and contract management
- Demonstrated understanding of contract law and negotiation techniques
- Previous project management experience

3. Required Skills

- Understanding of and capacity to convey Local Government Legislative requirements or equivalent as applied to a multi- purpose organisation
- High level communication skills
- Ability to work in a diverse team environment
- Excellent conflict resolution skills
- Understanding and ability to negotiate contractual terms

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Develop and maintain effective and co-operative communication with all customers, community/business groups and other relevant authorities.
- Support for Council's store and storekeeping practices and procedures.
- Facilitate tender probity and evaluation processes
- Provide assistance to staff with contract and tender preparation, advertising, evaluation and report recommendations.
- Participate in tender evaluation committees and ensure policies and procedures are followed
- Monitor contract preparation and administration.
- Assist with the setting of commercial arrangements (ie. Period supply, open order).
- Ensure Technical specifications are written without bias to any particular supplier or product.
- Provision of regular reporting on major procurement activities throughout Council.
- Monitor purchases to ensure they meet Council's policies / procedures regarding WH&S, Environmental, Risk Mgmt and as per selection criteria.
- Assist with and provide training for Council staff in procurement / tendering / contract management.
- Maintain procurement record keeping systems
- Assist with procurement key performance indicators
- Establish preferred supplier arrangements in conjunction with stakeholders
- Review systems and provide recommendations for improvement
- Facilitate negotiations with Vendors.
- Security of Council stores assets.
- Inventory control of store stocks.
- Assist with provision of Customer Service at Store
- Assist in the co-ordination of stocktakes
- Act in role of Manager Procurement and Contracts as required.

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