

Position Profile

70001412 – Procurement Specialist – Procurement and Contract Performance

About Council

The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia's most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 340,000 residents across an area of approximately 2,291 square kilometres. Council's 2023-2027 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees' passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.



Our Values

Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.



Our Corporate Plan Goals

1. **Our Strong Community** - Our communities are connected and thriving places where people are included, treated with respect and opportunities are available for all.
2. **Our Environment and Liveability** - Our natural assets, healthy environment and liveability credentials are maintained and enhanced.
3. **Our Resilient Economy** - Our resilient, high-value economy of choice drives business performance, investment and enduring employment.
4. **Our Service Excellence** - Our services are consistent and accessible and provide positive experiences for our customers and value to our community
5. **Our Outstanding Organisation** - Our organisation is high performing, innovative and community focused, marked by great people, good governance and regional leadership.

Position Summary

Position title	Procurement Specialist Level 6/Procurement Officer Level 5		
Position number	70001412		
Reports to	Coordinator Procurement and Contract Performance		
Position type	Establishment		
Position Classification	Award Based - Queensland Local Government Industry Award (Stream A) – State 2017 – Level 5 to 6		
Group	Business Performance		
Branch	Business & Innovation		
Team	Procurement and Contract Performance		
Employment area	Sunshine Coast	Locations	Maroochydore
Team leadership/ supervision	Not Applicable		
Internal liaison	Manager, Team Members, Group Executive, and other Council employees.		
External liaison	State Government Departments and Agencies, Local Government Authorities, Suppliers and Contractors.		
Delegations	As per Council's Delegations of Authority relating to financial, administrative, human resource management, Workplace Health & Safety (WH&S) and environmental management responsibilities.		
Date last reviewed	July 2023		

Key Responsibilities

- Develop effective and sustainable procurement sourcing strategies, options and plans in partnership with stakeholders.
- Engage with stakeholders to undertake relevant and effective market sounding, research and analysis to inform procurement activities.
- Research, develop and evaluate alternate means of delivery of goods, services and works and providing recommendations for delivery.
- Lead procurement activities from planning through to contract formation to secure goods, services and works across a broad range of categories for medium to high value contracts to achieve Council's goals and objectives.
- Partner with stakeholders to achieve optimal procurement contract delivery within legislative, policy, governance and probity frameworks.
- Provide advice on Council's procurement and contracting framework and the delivery of procurement within the legislative, policy, governance and probity frameworks.
- Develop key performance indicators and quality assurance assessments for inclusion in Council contracts.

- Develop procurement documentation suites, take to market, manage, respond to RFIs, chair and evaluate, clarify, prepare recommendations to award based on the evaluation process.
- Coordinate the development, negotiation and finalisation of contracts, including engaging specialist contract or legal advice at appropriate points in the procurement process to deliver high quality contracts.
- Provide support and advice to staff across Council on Contract Management related matters including but not limited to managing contracts in accordance with Council's Contract Management Framework and Contract Management Plans for relevant contracts.
- Support the development and maintenance of the supplier capability and performance knowledge bank.
- Develop and maintain professional relationships with internal and external stakeholders, respondent's/contractor's and staff to ensure procurement processes are responsive to current and future needs.
- Level 6 - Provide training, support and guidance to Procurement Officers in undertaking procurement and contracting activities.
- Responsible for the compliant capture and secure use of public records in line with Sunshine Coast Council Records Management Policy during the conduct of daily business.
- Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Key Requirements

Mandatory Requirements / Experience

Level 5

- Demonstrated knowledge or ability to acquire knowledge required to undertake end-to-end procurement and contracting sourcing processes.
- Demonstrated knowledge and experience in developing and executing procurement strategies for sourcing contracts.
- Highly developed interpersonal and communication skills with particular emphasis in the areas of professionalism, consultation, building effective relationships, conflict resolution and assertiveness in order to resolve issues and meet changing circumstances.
- Demonstrated proficiency in computer system applications including Microsoft Office.
- Current "C" Class Driver's Licence.
- Occasional work outside normal hours.

Level 6

- Bachelor degree in relevant field and/or substantial equivalent experience in a medium or large organisation.
- Demonstrated knowledge and ability to autonomously undertake similar end-to-end procurement and contracting sourcing processes in the government sector or in medium to large organisations.
- Demonstrated knowledge and experience in developing and executing procurement strategies for sourcing contracts.
- Highly developed interpersonal and communication skills with particular emphasis in the areas of professionalism, consultation, negotiation facilitation, building effective relationships, conflict resolution and assertiveness in order to resolve issues and meet changing circumstances.
- Demonstrated proficiency in computer system applications including Microsoft Office.
- Current "C" Class Driver's Licence.
- Occasional work outside normal hours.

Corporate Requirements

- Commitment to the agreed Sunshine Coast Council values and behaviours
- Compliance and adherence to Code of Conduct
- Participation in Performance Review and Planning
- Availability to work across council work locations
- Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪
Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪
Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.
