



PROCUREMENT BUSINESS PARTNER

POSITION PROFILE

Division	Corporate Support	Status	Full time
Unit	Corporate Governance	Salary Grade	
Reports to	Team Leader Legal & Procurement	Reviewed	January 2021

STRATEGIC INTENT

To ensure our community, employees and stakeholders believe in Council's ability to achieve its strategic outcomes through transparent, legislatively compliant and ethical decision making.

POSITION PURPOSE

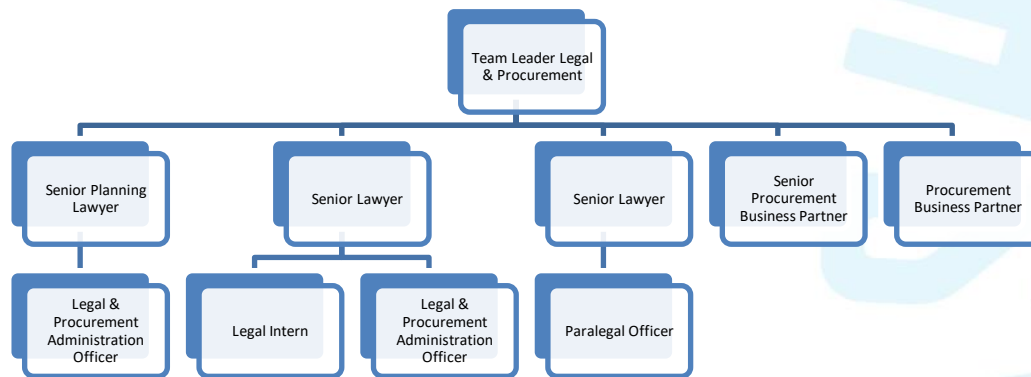
This position sits within Council's Corporate Support Division and will provide a centre led procurement methodology to stakeholders in accordance with best practice advice, training, tools and systems.

The primary responsibility of the position is for managing the lifecycle of Council's suite of preferred supplier agreements from supply / service identification to supplier management. This includes the development of procurement strategies, tender documentation, evaluation methodology, evaluation, analysis, negotiation and formal acceptances. Contracts are to be finalised to an acceptable market standard whilst maintaining the principles of value for money, ethical, sustainable, socially responsible and risk managed procurement.

In effecting this responsibility the position will need to :

- Ensure probity, fairness and transparency throughout the tender process by compliance with:
 - NSW Local Government Act 1993
 - Local Government (General) Regulation 2005
 - Office of Local Government Tendering Guidelines for NSW Local Government
 - Sutherland Shire Council Procurement Policy and Guidelines
- Provide advice and recommendations on procurement strategies for ongoing supplies and services in order to achieve the best outcome for Council.
- Prepare and control the drafting and issue of clear, concise and comprehensive tender & quotation documents.
- Manage currency and validity of template tender and contract documentation
- Provide advice and assistance in achieving commercial outcomes through appropriate risk allocation and forms of contract for Council in accordance with the Council's Procurement Policies.
- Develop and provide input to strategic procurement activities that support the centre led procurement approach through industry / market research and spend analysis.
- Implement, manage and maintain electronic systems for online tender services and online quote process and associated training and compliance for all users.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Preparation, compilation and issue of tender documentation	
<ul style="list-style-type: none"> Develop procurement strategies in conjunction with Business Unit Managers and Team Leader 	<ul style="list-style-type: none"> Procurement strategies are prepared in accordance with Council's procurement guidelines and address the key issue of probity and risk
<ul style="list-style-type: none"> Develop and draft tender documents and supply / service specifications, to ensure consistency, completeness and thoroughness 	<ul style="list-style-type: none"> Tender documentation is clear, concise, uniform and fit for purpose.
<ul style="list-style-type: none"> Review, customise & maintain tender & contract documentation 	<ul style="list-style-type: none"> Up-to-date Tender & Contract documentation
<ul style="list-style-type: none"> Coordinate/facilitate tender briefings and site inspections for prospective Contractors and Service Providers 	<ul style="list-style-type: none"> Suitably satisfied stakeholders, prospective Contractors and Service Providers
<ul style="list-style-type: none"> Control the preparation, consolidation, review, finalisation and issuing of tender or quotation packages. 	<ul style="list-style-type: none"> Tender documents are released to ensure greatest market coverage and appropriateness to achieve greatest market exposure.
Tender Evaluation	
<ul style="list-style-type: none"> Establish appropriate tender evaluation panels Develop tender evaluation plans including evaluation criteria and weightings, in conjunction with tender evaluation panel, which are appropriate in achieving value for money 	<ul style="list-style-type: none"> Tender evaluation plans are prepared in accordance with Council's Procurement Policy & Guidelines. Tender evaluations achieve value for money outcomes in line with the Council's objectives.
<ul style="list-style-type: none"> Manage, monitor and participate in the complete evaluation process of Tenders and Quotations including evaluating submissions and the preparation of all associated documentation 	<ul style="list-style-type: none"> Tender responses are processed in a timely manner and the deliberations of the evaluation panel are correctly documented.

<ul style="list-style-type: none"> • Ensure probity, fairness, transparency throughout the evaluation process 	<ul style="list-style-type: none"> • Compliance with Council's Code of Conduct and associated policies.
<ul style="list-style-type: none"> • Coordinate/facilitate, as required, tender negotiation meetings with contractors, and internal stakeholders to ensure that quality outcomes are achieved. 	<ul style="list-style-type: none"> • Contract negotiations are conducted with a high degree of professionalism and result in quality outcomes for Council
<ul style="list-style-type: none"> • Manage correspondence with Tenderers during the evaluation process to ensure probity and contractual certainty. 	<ul style="list-style-type: none"> • Evaluation processes comply with probity and ethical principles.
<ul style="list-style-type: none"> • Prepare Reports to Council Committees and or Executive Management with Tender recommendations for acceptance and execution. 	<ul style="list-style-type: none"> • Reports adopted by Council and or Executive Management unless rejected for other reasons
Establishment of Contracts	
<ul style="list-style-type: none"> • Prepare and consolidate Contract packages ready for formal execution by Contractor and Council 	<ul style="list-style-type: none"> • Contracts are entered into with appropriate authority and form. • Contracts are executed in a timely manner. • Contracts are legally sound and cater appropriately for Council's interests
<ul style="list-style-type: none"> • Prepare and arrange the issue of all Contract correspondence including Letters of Award and notifications to unsuccessful Tenderers 	<ul style="list-style-type: none"> • Effective issue of all relevant correspondence
<ul style="list-style-type: none"> • Where requested, prepare tender feedback information to unsuccessful Tenderers and manage post tender briefings 	<ul style="list-style-type: none"> • Contract users are appropriately notified of contract award.
<ul style="list-style-type: none"> • Maintain records of all contracts and contract documents in the Council's Document Management System and Contract Register 	<ul style="list-style-type: none"> • All relevant documentation is recorded in Council systems.
Contract Administration	
<ul style="list-style-type: none"> • Assist management with contractual disputes and resolutions to support a positive outcome 	<ul style="list-style-type: none"> • Contract issues are dealt with in timely manner
<ul style="list-style-type: none"> • Provide assistance with Supplier Performance reporting 	<ul style="list-style-type: none"> • The performance of contractors is monitored and reported.
<ul style="list-style-type: none"> • Ensure documentation is correctly recorded in the appropriate systems 	<ul style="list-style-type: none"> • All relevant documentation is recorded in Council Records Systems.
Strategic Procurement	
<ul style="list-style-type: none"> • Assist with the ongoing development, delivery and monitoring of a Strategic Procurement Plan 	<ul style="list-style-type: none"> • The procurement needs of the organisation are met through strategic procurement activities
<ul style="list-style-type: none"> • Undertake market research and spend analysis to support strategic procurement initiatives. 	<ul style="list-style-type: none"> • Organisational procurement needs are met through established agreements and contracts

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Tertiary Qualifications in a relevant discipline such as Business, Construction, Law or Public Administration and/or relevant Public Sector procurement. Class 1 Drivers Licence.
	Desirable	<ul style="list-style-type: none"> Certificate IV in Procurement & Contracting Diploma of Procurement & Contracting
	Essential	<ul style="list-style-type: none"> Demonstrated understanding of Local Government procurement legislation and policies, including probity requirements. Demonstrated knowledge and extensive experience in the following tasks;- <ul style="list-style-type: none"> Complete public tender process including documentation, evaluation and contract development. Developing and providing professional tender documentation and review of technical/service specifications. Contract law / administration and the implications in regards to commercial conditions. Proven knowledge of computer systems for tenders and contract management, including but not limited to advanced capabilities in: <ul style="list-style-type: none"> MS Word MS Excel PDF Demonstrated analytical, planning and organisational skills. Demonstrated negotiation skills and experience.
	Desirable	<ul style="list-style-type: none"> Vendor Panel system administration / management

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. Goals oriented: Works to achieve and prioritise self-set goals, taking on challenging tasks when necessary in order to achieve them Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. Communication skills: Excellent oral and written communication skills including demonstrated experience in chairing meetings and providing stake holder status briefings.
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	<ul style="list-style-type: none"> ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues ▪ Performance standards: Assumes responsibility and accountability for high level standards and for successfully completing assigned tasks
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate

Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Procurement Policy and Guidelines to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Not applicable for this position