

POSITION DESCRIPTION

Procurement Officer
(POS2223)

Directorate:	Corporate Support	Department:	Procurement
Position Grade:	Grade 10	Reports to:	Manager Strategic Procurement & Contracts
Last review:	May 2024	Next review:	May 2026
		Version No.:	3.0

Position purpose:

Assisting with the coordination of Council's tendering and contract processes in order to meet internal customer requirements in a timely manner and in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing procurement support and advice in relation to quotations, tenders and procurement management with regards to goods and services that are to be delivered to Council by external service providers
- 2) Assisting in tendering and contracting activities, including:
 - Reviewing tender documents in consultation with key stakeholders
 - Assisting the panel to set evaluation criteria
 - Placing tender advertisements
 - Opening the electronic tender box and downloading offers;
 - Preparing the evaluation forms for the evaluation committee to complete
 - Assist with the preparation of tender recommendations for approval by Council
 - Assist with the preparing of contract documents for signature for selected tenders, under the supervision of the Procurement Coordinator and key stakeholders;
 - Assist with purchasing processes involving prescribed agencies as defined by the Local Government (General) Regulation 2005;
 - Maintenance of Council's Contracts Register for the purposes of the Government Information (Public Access) Act 2009;
 - Ongoing procurement support
- 3) Ensuring Council policies and procedures are being followed in the tender and procurement processes and identifying areas for possible policy/process improvement.
- 4) Assist the Manager Strategic Procurement & Contracts to maintain the currency of Council's customer-facing procurement information such as policies, procedure, forms, registers, Council's intranet, etc., Enter information into the TRIM / HPE Content Management System.
- 5) Assist in the administration of exemptions process to the procurement standards
- 6) Provision of productive and efficient administration support to the Procurement Services unit.
- 7) Monitor the procurement module of the Council financial database (Technology One) including the creating of suppliers, creating contracts, releasing requisitions and amending purchase orders.
- 8) Maintaining knowledge and understanding of the Local Government Act 1993 and Local Government (General) Regulation 2005 particularly as it applies to procurement activities.
- 9) Provide administrative support to Procurement Business Partner I&E and Manager Strategic Procurement & Contracts as required.
- 10) Other duties as directed.

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Decisions made in the position:

- 1) All matters in relation to the day to day management of the procurement support sub-unit
- 2) Decisions within delegated authority

Decisions referred:

- 1) Matters which have an impact beyond the procurement sub-unit
- 2) Decisions outside delegated authority

Key issues/challenges:

- 1) To provide an efficient and effective procurement service that results in a high level of client satisfaction
- 2) To support the end to end quotation and tender processes in a professional, consistent and transparent manner.
- 3) Monitor the purchasing module of Technology One, reviewing purchase orders against their compliance with the Procurement Policy
- 4) Identify opportunities to enhance the performance and service delivery of the procurement unit.
- 5) Manage and prioritise multiple tasks, ensuring that key deadlines are met.
- 6) Communicate and liaise with a large and diverse group of stakeholders
- 7) Ensuring clients and tenderers understand and observe Council policies and procedures and the Local Government (General) Regulation 2005 for the tendering process.

Key working relationships:

- CEO, Directors
- Procurement Business Partner – I&E
- Manager Strategic Procurement & Contracts
- Mayor, Councillors, External stakeholders
- Contracts Administrator
- All Council employees
- Suppliers, Contractors, Consultants

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Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant vocational experience and/or qualifications deemed equivalent in areas such as procurement, purchasing or contracting and demonstrated capability to undertake assigned responsibilities.

Experience

- Demonstrated experience in the execution and administration of the tendering process
- Demonstrated experience in providing procurement advice and guidance to clients on tendering and contract processes
- Experience in using an Enterprise Management Systems (e.g. Technology One, SAP,)

Knowledge and Skills

- Sound knowledge of the Local Government (General) Regulation and Council's policies and procedures or demonstrated ability to acquire the knowledge and skills required
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated communication skills, both oral and written

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Local Government experience will be highly regarded

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous