

Procurement Officer

PURPOSE OF THE ROLE

As delegated by the Manager, Corporate and Community, the Procurement Officer is responsible for supporting the Procurement Coordinator in the daily operation of the Procurement activities of Council.

The Procurement Officer provides support to Council employees and stakeholders in the timely execution of the procurement framework, that complies with legislation and statutory requirements.

ORGANISATIONAL DATA RELEVANT TO THE ROLE

Position Number:	1122
Work Area Profile	Procurement
Work Level / Classification	Level 3
Role Reports To	Procurement Coordinator
Positions Reporting To Role	Nil
Location	Mount Isa
No. of Direct Reports	Nil
Tenure	Permanent

OUR WHY

Our Vision - Making our good city great, through innovation, diversification and cultural enhancement.



Honesty

Being honest with our staff, our functions and our systems



Accountability

Being fully compliant, exercise best practice, be open, transparent and fully accountable at all times



Quality Services

To deliver a consistent high level of service that meets the requirements of our community and reflects the quality of services we aim to deliver



Equity & Justice

Ensure legal compliance, ethics, equity and justice for all stakeholders involved in or with our community



Partnership

Ensure frequent, regular and reliable community consultation processes to accurately reflect the needs and requirements of our community



WORK AREA PROFILE

The role of the Procurement function is the establishment and maintenance of a sustainable procurement framework, coordinating a centre-led procurement approach throughout Council, that supports Council employees and key stakeholders in the execution of the framework.

YOUR KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Support the daily activities of the centre-led procurement system;
- Provide support and advice to Council employees on the procurement framework, including policies, procedures and processes;
- Provide advice to stakeholders on the tender, purchase and contract processes;
- Prepare procurement documentation to support the centre-led procurement function;
- Maintain procurement files and registers to ensure procurement records are accurate;
- Maintain processes to ensure audit compliance within procurement function;
- Equip new employees to Council with relevant tools and information to understand the Procurement function;
- Support the Procurement Coordinator with the reporting requirements;
- Council reserves the right to change these duties at any time, in consultation with you; and
- Out of ordinary hours work may be required.

Other

- Compliance with legislation and workplace policies and procedures.
- Compliance with all Council policies and procedures.
- Follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

KEY THINGS WE ARE LOOKING FOR

Qualifications, Skills and Experience

- Sound experience in a previous procurement role, with a proven track record.
- Qualifications in Procurement or related discipline is desirable.
- Experience working in a cohesive, professional team.
- Sound computer literacy including MS Office (especially Word, Excel and Powerpoint).
- Must be confident and have the ability to coach others and share knowledge and learnings.
- Must have commercial acumen.
- Demonstrated knowledge of pre-qualified supplier and preferred supplier arrangements.
- Demonstrated knowledge of LocalBuy and vendor panel.
- Knowledge of local government legislative, tendering, and procurement practices.
- Experience in the use of the Civica Practical Plus finance system.
- Experience in the use of a record document management system.
- Demonstrated understanding of public sector governance.

Personal Attributes

- Must be well organised and able to juggle multiple tasks in a dynamic and action-orientated environment to meet deadlines and make it happen.
- Must have ability to build and maintain relationships and work confidently with people at all levels.
- Must possess an enthusiastic and approachable personality.
- Must be an excellent communicator (written and verbal) with the ability to earn trust and credibility.
- Possess a strong customer service ethos - ability to influence, network, negotiate, counsel and mediate.

- Must have ability to demonstrate a high degree of confidentiality.
- Must have ability to work independently and take initiative, but also must be enthusiastic team player.
- Must be willing to accept responsibility and make decisions based on experience, education and understanding of organisational needs and culture.
- Ability to represent Council's interests in a firm and constructive manner and to be an advocate on its behalf.
- Ability to identify new opportunities to improve overall procurement efficiencies and ensure compliance.

OTHER RELEVANT INFORMATION

- Your Manager will establish Key Performance Indicators (KPI's) during your probation and annual performance cycle which will assist in supporting Council's organisational objectives. These KPI's are one element used to measure your performance.
- Delegation Authority and Accountability is as per the Council's Delegations Register. This document details the roles authority in decision making and financial responsibilities.

SELECTION CRITERIA – Procurement Officer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Previous experience in a procurement related position.	40%
SC2	Demonstrated ability to communicate and foster positive working relationships at all levels of the organisation.	20%
SC3	Demonstrated experience in the tendering procedures and formalised supplier arrangements.	20%
SC4	Demonstrated high level of time management and organisational skills to meet deadlines in a complex, time restricted environment.	20%

AUTHORISATION

Manager: Stephen Richardson

Signature: _____

Date: ____ / ____ / ____

Date originated: 21 February 2019

Date reviewed: 6 May 2021

EMPLOYEE DECLARATION

I acknowledge receiving a copy of this Position Description and I have read and accept this document.

Name: _____

Signature: _____

Date: ____ / ____ / ____