



## EXTERNAL VACANCY PROCUREMENT OFFICER CORPORATE AND COMMUNITY

Level 3

*Queensland Local Government Industry (Stream A) Award – State 2017*

Salary \$70,763.00 – \$74,533.00 per annum  
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for a **Procurement Officer** to join our Procurement team. The purpose of the Procurement Officer position is to provide support to Council employees and stakeholders in the timely execution of the procurement framework, that complies with legislation and statutory requirements.

### The successful applicant will have:

- 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.
- 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.

**You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.**

**Applicants may be required to undertake and pass a pre-employment medical.**

### The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

### Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

**Applications Close on 20 May 2021 at 5pm.**

**PO Box 815 MOUNT ISA QLD 4825**

**Website: [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)**

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

**Applicants must be eligible to live and work within Australia**



## Mount Isa City Council

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