



# MOUNT ISA CITY COUNCIL

## POSITION DESCRIPTION

<b>POSITION:</b>	Purchasing Officer
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	Level 3 Queensland Local Government Officers' Award in conjunction with Mount Isa City Council's Certified Agreement
<b>DEPARTMENT:</b>	Corporate and Community Services
<b>SECTION:</b>	Finance

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### POSITION OBJECTIVE

The purpose of the Purchasing Officer is to assist the Procurement function in the daily purchasing and supply of goods and services for the Council, the role includes processing of orders, including purchasing analysis. The Purchasing function is the establishment of a centralised purchasing framework, coordinating a centralised approach throughout Council, that supports Council employees and key stakeholders in the execution of the framework.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Manager, Finance and Information Technology

Supervises: Nil

### REQUIREMENTS OF THE POSITION

#### Skills, Knowledge and Experience

- Comprehensive understanding and experience in purchasing and inventory control
- Demonstrated ability to use computerised purchasing software
- Experience in purchasing and stores environment in a multi-disciplined organisation
- Demonstrated experience and commitment to customer service.
- Must be well organised and able to multi-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.
- Strong analytical skills
- 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 be a 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 efficiencies and ensure compliance.

**Qualifications**

- Relevant tertiary qualifications in Procurement/Purchasing or suitable experience is highly desirable.
- Hold and maintain an unrestricted Class "C" Drivers Licence or higher;

**Training**

- Training deemed essential for the position in accordance with Council's Training Matrix.

**KEY RESPONSIBILITIES**

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

- Raise purchase orders and assist in the day to day purchasing activities for goods and services in accordance with Council policies and procedures;
- Obtaining, documenting and filing of delivery dockets for the three-way invoice matching process;
- Liaise with Council's Accounts Payable Officer to ensure timely payment of invoices relating to purchases.
- Analysis and reporting of purchasing data;
- Expedite purchase orders;
- Manage the Supplier database;
- Categorise the supply and ensure any new creditor application forms are not duplicating current supply and are not incurring extraneous costs;
- Ensure purchasing is in accordance with sound contracting principles particularly value for money, environmental and fair dealings;
- Seeking continuous cost saving opportunities;
- Inclusion in a continuous improvement process/methodology;
- Assist in determining stock items and their levels and re-order when needed;
- Assist in stock count at annual stock takes and at any periodic level reviews;
- Upkeep of the Safety Data Sheets records ensuring they are up to date and in good order;
- Process stock or merchandise queries in a prompt, efficient manner;
- Other duties as reasonably required within the scope of this position.
- 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.

**Physical Requirements**

It is an inherent requirement of the position to be able to:

- Occasionally lift weights up to 10 kg;
- Ability to walk on uneven terrain;
- Sit continuously for long periods of time;
- Work outdoors carrying out physical tasks which may include manual handling, repetitive bending, squatting and lifting.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

**KEY PERFORMANCE INDICATORS**

- Provision of professional procurement/purchasing services in accordance with relevant legislation and recognised industry standards;
- Establishment of procurement/purchasing files and registers;
- Increased compliance with and knowledge of tendering processes Council-wide;
- All assigned tasks completed professionally and on time;
- High level of confidentiality maintained;
- Achieve other targets as outlined in a Performance Review

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**DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

**ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Customer service standards;
- Council's Code of Conduct;
- And actively promote and ensure compliance with Council's EEO Policy;
- Human Resources policies and procedures;
- Workplace Health & Safety legislation, policies and procedures;
- Records Management policies and procedures.

**GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the general scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

**SELECTION CRITERIA – Purchasing Officer**

SELECTION CRITERIA		WEIGHTING (%)
SC1	Base level professional qualifications in a relevant discipline and demonstrated experience and achievement in the purchasing function.	35%
SC2	Demonstrated understanding of the supply function	25%
SC3	Excellent organisation skills and ability to plan and priorities multiple projects whilst consistently meeting agreed timeframes.	20%
SC4	Excellent interpersonal and negotiation skills with a strong customer service focus to deliver quality service outcomes as part of a multi-disciplinary team.	20%

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**AUTHORISATION**

Director: Chileya Luangala

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 02 September 2020

Date reviewed: 06 September 2021

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Purchasing Officer Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_