

Procurement Officer

Position Outline

Position	Procurement Officer
Work Location	Administration Building, 23 West Street, Mount Isa
Directorate	Corporate Services
Section	Procurement
Reports to	Manager, Strategic Procurement
Annual Salary Band	Level 3, Mount Isa City Council Certified Agreement 2024
Classification	\$82,985.76 - \$87,430.72
Engagement Type	Permanent, Full-Time

POSITION OBJECTIVE

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

POSITION REQUIREMENTS

- Minimum two years' experience in Procurement preferable within in a local government organisation, but not mandatory.
- Demonstrated understanding or the Rapid ability to acquire the use of Vendor Panel.
- High level of verbal, written and interpersonal communication skills.
- High level of computer skills including Microsoft Office.
- Ability to support staff and provide advice through the procurement process.
- Self-motivated with strong time management, problem solving and decision-making abilities.
- The capacity to work for periods of time independently.
- Current 'C' Class Driver's Licence.

Desirable:

- Demonstrated knowledge of pre-qualified supplier and preferred supplier arrangements;
- Demonstrated knowledge of LocalBuy;
- Knowledge of or the ability to acquire local government legislative and procurement practices;
- Experience or the ability to acquire use of the Civica Altitude finance system;
- Demonstrated understanding of public sector governance.

KEY RESPONSIBILITIES

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

- Provide advice and guidance on the procurement function.
- Provide advice to stakeholders on Quote and some tender/contract related issues.
- Assist in implementing and managing Pre-Qualified Supplier and Preferred Supplier arrangements.
- Providing support and advice to other departments in managing the quote and tender process and on legislative and policy requirements.
- Assist in deliver internal training to relevant staff in all aspects of the procurement function.
- Assist in the competition of periodical procurement compliance audits.
- Ensure all purchases over \$200,000 are reported on Council's website in compliance with legislation.
- Review of monthly Open Purchase Order and Goods Receipt reports and coordination with the departments to reduce these open lines.
- Ensure procurement contracts details are recorded in the Contracts Register.
- Provide procurement support to tender evaluation panels including compliance assessments.
- Analyse, report and research purchasing trends and spend patterns to ensure cost effective purchasing, and to assist with the establishment of purchasing agreements as required.
- Develop effective supplier relationships.
- Conduct supplier risk evaluations and performance reviews.
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Provision of professional procurement services in accordance with relevant legislation and recognised industry standards.
- Establishment of appropriate Preferred Supplier and Pre-Qualified Supplier arrangements.
- Increased compliance with and knowledge of tendering processes Council-wide.
- A reduction in the number of audit identified procurement issues is evidenced.
- All assigned tasks completed professionally and on time.
- High level of confidentiality maintained.
- Achieved other targets as outlined in a Performance Review are achieved

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	14 March 2026
Review Date	14 March 2028
Contact	Human Resources 07 4747 3389
Closing date	03 June 2026