



Croydon Shire Council

Position Description

Position Title	Procurement Officer
Department	Finance
Award	Queensland Local Government Industry Award – State 2017
Award Classification	Stream A, Division 2 Section 1, Administration Service, Level 6 \$1,388- per week, depending on skills and qualifications, plus relevant allowances.
Position Type	Full time– 36.25 hours per week.
Reports To	Finance Manager

Position Objective

This role requires a methodical and organised person, who can autonomously manage and improve the purchasing process of Croydon Shire Council.

To coordinate the procurement of goods and services, stores functions and accounts payable to ensure the continuity of Council works and projects.

To ensure purchases are made cost effectively and consistent with quality, delivery timeframes and in accordance with Council requirements, policies, procedures and legislative requirements.

To support the Finance and Works teams with Administrative tasks as required.

Duties and Responsibilities

This position will be closely aligned with the Works Department and will take direction predominantly from the Works Manager regarding day-to-day operations and duties and responsibilities outlined below

1. Maintain and review Council's Procurement practices, policies and procedures.
2. Establish, manage and maintain all preferred supplier arrangements in accordance with best practice, standards, legislation, policies and procedures.
3. Provide specialist advice on all aspects of contracts and tenders.
4. Preparation and administration of contract and tender documentation and other applicable correspondence, reports and presentations.
5. Ensure all purchasing and procurement records are maintained in accordance with Council's financial accounting standards, policies and procedures.
6. Provide mentoring and assistance to other members of Council.
7. Provide advice, support and administrative support as required to Management.
8. Actively identify and contribute to continuous improvement of the contract and tender related policies and procedures, including the contract and tender conditions, tender evaluation plans, guidelines, templates and all other associated documentation.

9. Provide prompt and courteous attention in relation to operational, service and contractual related complaints and issues to ensure prompt identification and appropriate action, including researching, providing responses and recommendations to the Finance Manager as required.
10. Maintain Councils procurement software.
11. Promote Councils procurement software to internal and external stakeholders.
12. Consult with Finance Officer to ensure creditors details are entered accurately, that supporting documentation such as creditors ABN, GST status and trading names are compliant with all relevant legislation and policies.
13. Consult with relevant staff regarding policy and legislative processes, accountability and transparency.
14. Cancel purchase orders no longer required in liaison with relevant officers.
15. Assist with the reconciliation and maintaining the overall security of the Store, including external bulk inventory items.
16. Coordinate the annual stocktake and any periodic stock level reviews.
17. Assist with the identification, valuation and disposal by sale, tender or write off Council assets as required and in accordance with Council policy and procedures.
18. Ensure all stores records are maintained in accordance with Council's financial accounting standards, policies and procedures.
19. Submit reports to the Finance Manager for presentation to Council Meetings.
20. Submit monthly reports to the Works Manager summarising contracts and procurement
21. Provide Administrative support to the Finance and Works team as required to ensure effective and timely delivery of tasks/projects and day to day running.
22. Model ethical and professional behavior and act with integrity whilst representing Council.
23. Adhere to all legislation, Council policies and guidelines.
24. Maintain and foster a network of strategic links and relevant sport, community and government organisations.
25. Ensure all corporate information created or received is accurately recorded in Council's Records Management System in accordance with approved policies and procedures.
26. Maintain confidentiality, integrity and security of Council's records and corporate data.
27. Undertake and successfully complete training deemed essential for the position.
28. Work effectively in a team environment and provide assistance within other areas of Council as required.
29. Ability to actively seek opportunities to implement changes that will contribute to improve efficiency and operations of Council.
30. Refer matters that may impact on the business, Council and employees to the Business Manager.
31. Undertake other duties as directed, consistent with skills, competence and training.
32. Compliance with Work Health and Safety Legislation including Council's Work Health and Safety Management System, SafePlan and Council policies, procedures and work instructions. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer/Advisor.

Qualifications / Skills / Experience

1. Relevant tertiary qualification or substantial relevant experience within a procurement environment.
2. Knowledge and demonstrated experience in working in procurement.
3. Previous Local Government experience, desired but not essential.
4. Sound mathematical skills.
5. Proficient computer skills with working knowledge and an intermediate to high level of competency in Microsoft Office software particularly Office and Excel.
6. Ability to manage time, set priorities, plan and organise own work and that of subsidiary personnel.
7. Outstanding communication skills.
8. Sound administrative skills and knowledge.

Key Performance Indicators (KPI's)

1. Sound management of all aspects of procurement within Council.
2. Effectively maintained and reviewed Council's procurement practices, policies and procedures.
3. Sound mathematical skills.
4. Proficient computer skills with working knowledge and an intermediate to high level of competency in Microsoft Office software particularly Office and Excel and Council Finance related software, PCS and MagiQ
5. Maintaining and fostering a network of strategic links with relevant staff and external suppliers to ensure work is managed and completed.
6. Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
7. Compliance with Croydon Shire Council's Code of Conduct.
8. Demonstrated ethical and professional behaviour while representing Council.

Selection Criteria

1. Relevant tertiary qualification or substantial relevant experience within a procurement environment.
2. Knowledge and demonstrated experience in working in procurement.
3. Previous Local Government experience, desired but not essential.
4. Sound mathematical skills.
5. Proficient computer skills with working knowledge and an intermediate to high level of competency in Microsoft Office software particularly Office and Excel.
6. Ability to manage time, set priorities, plan and organise own work and that of subsidiary personnel.
7. Outstanding communication skills.
8. A criminal history check is required as part of the pre-employment screening.

Certification

Employee:

Employee Signature _____

Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ____/____/____