



Croydon Shire Council

Position Description

Position Title	Procurement Officer
Department	Corporate Services
Award	Queensland Local Government Industry Award – State 2017
Award Classification	Stream A, Division 2 Section 1, Administration Service, Level 5 Above Award, depending on skills and qualifications, plus relevant allowances,
Position Type	Full time, 3-year contract – 36.25 hours per week.
Reports To	Director Corporate Services

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, 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.

Duties and Responsibilities

This position will work closely with Councils Leadership and Management teams to:

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 administration 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 Director Corporate Services as required.
10. Maintain Councils procurement software.
11. Promote Councils procurement software to internal and external stakeholders.
12. Consult with Finance team 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. Purchase orders placed for areas of council as needed.
15. Cancel purchase orders no longer required in liaison with relevant officers.
16. 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.
17. Submit reports to the Director Corporate Services for presentation to Council Meetings.
18. Submit monthly reports to the Executive Management team summarising contracts and procurement
19. Model ethical and professional behaviour and act with integrity whilst representing Council.
20. Adhere to all legislation, Council policies and guidelines.
21. Maintain and foster a network of strategic links and relevant sport, community and government organisations.
22. Maintain confidentiality, integrity and security of Council's records and corporate data.
23. Undertake and successfully complete training deemed essential for the position.
24. Work effectively in a team environment and provide assistance within other areas of Council as required.
25. Ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
26. Refer matters that may impact on the business, Council and employees to the Director Corporate Services
27. Undertake other duties as directed, consistent with skills, competence and training.

Stakeholder engagement

Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. 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 Advisor. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

Mandatory attendance at Toolbox talks and training.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
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- Establish and maintain effective professional relationships with Directors, Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

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.

Key Performance Indicators (KPI's)

1. Sound management of all aspects of procurement within Council.
2. Accurate processes adhered to and records maintained in line with Council Policy and Procedure.
3. Provide accurate and timely advice to Council as required in relation to Procurement and best practice
4. Proficient computer skills with working knowledge and an intermediate to high level of competency in Microsoft Office software particularly Office and Excel.
5. Outstanding communication skills.
6. Active participation in Council's Cybersecurity training and awareness
7. Compliance with Croydon Shire Council's Code of Conduct.
8. Contribution to the efficient and productive operation of the Local Government Organisation.
9. Performance of work and associated functions in a safe manner.
10. Compliance with Croydon Shire Council's Work Health and Safety Management System.

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

I have read the position description, and I am aware of the position requirements.

Employee:

Employee Signature _____

Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ____/____/____