POSITION DESCRIPTION

Position Details

Position Title:	Procurement Officer
Reports To:	Corporate Services Manager
Department/ Section:	Corporate & Community, Corporate Services
Remuneration:	Level 3 – 4 Queensland Local Government Industry (Stream A) Award – State 2017
Form of Engagement:	Permanent Full-time
Hours of Duty:	72.5 hours per fortnight
Place of Employment:	Gayndah
Incumbent:	
Employee No:	

Our Vision

By 2030, the North Burnett will be the region of choice for people to live, work and play.

Our Mission

To lead the region toward a thriving future for us all to enjoy.

North Burnett Regional Council will achieve this vision by focusing on five priority programs:

1. Our Productive Region
2. Our Happy, Healthy and Safe Region
3. Our United Region
4. Our Vibrant and Naturally Beautiful Region
5. Our Efficient and Effective Council

Position Objectives

To provide procurement expertise and assist stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives.

Position Requirements

Essential:

- Ability to meet Key Duties and Standards as outlined below.
- Well developed interpersonal skills, ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Demonstrated numeracy, written and verbal communication and negotiation skills.
- Provide and maintain effective and quality customer service
- Work effectively under general supervision, to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of others to achieve defined outcomes.
- Strong attention to detail and perform work with a high level of accuracy.
- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite, and Council's Information Management Systems, or ability to rapidly acquire same.
- Exercise sound judgement, and a high degree of initiative, confidentiality and sensitivity in the provision of administrative support.
- A sound knowledge of both local government procedures and processes and those relevant to the position or ability to acquire same.
- Ability to create and contribute towards various policies and procedures relevant to the work area.
- Demonstrated analytical, problem solving and project management skills.
- Current unrestricted manual "c" class drivers licence.
- Tertiary qualifications in relevant discipline and / or demonstrated knowledge and experience in procurement including contract, purchasing and public tendering processes.
- Participation in employment screening.

Desirable:

- General understanding of the local government industry.
- Knowledge of local government tendering and procurement practices.
- Ability to discuss techniques, procedures and / or results with clients on straight forward matters.
- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Ability to identify specific or desired performance outcomes.

To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.

Key Duties and Standard

Key Duties / Responsibilities	Key Standards
Work and participate in an enthusiastic and co-operative team spirit.	• Duties are undertaken in a manner that promotes cooperation and good relationships within Council; • Work information is shared with co-workers to ensure designated work goals are met.
Respond to emergency events on a roster basis if required.	
Adopt best practice work methods on work tasks	• Work skills improved by active participation in Council training programs; • Contributes to review of procedures; • Potential problems identified and action taken to minimize impact; • Work procedures enhanced by participation at team and individual workshops; • Participates in workplace skills assessments and required training; • Contributes to the annual Employee Performance Review with supervisor or other relevant staff as required; • Makes constructive suggestions for improvement of work output.
Communicate effectively with the community and within the workplace.	• Information, instructions and decisions are understood and adhered to; • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objects; • Concise, relevant work information is provided in response to supervisor requests within designated timeframes; • Basic literacy and numeracy skills are applied for maintaining records (e.g. servicing records, completing timesheets and other relevant documentation).
Maintain high standards of conduct and comply with all relevant rules and requirements.	• Understanding and day to day implementation of Council's Code of Conduct; • Acts professionally at all times; • Operates within the boundaries of organizational processes, legal and policy constraints;

Key Duties / Responsibilities	Key Standards
	• Maintains personal integrity and sets personal standards which reflect ongoing development professionally and the pursuit of relevant opportunities to achieve excellence.
Maintain a good attendance record.	• Punctual start and finish times.
Ensure safe working procedures and practices are undertaken in all activities in accordance with Council's Work Health and Safety policies and procedures; Contribute to managing the security of the building.	• Awareness of and compliance with Council's Work Health and Safety Policies and Procedures, including correct use and maintenance of all protective clothing and equipment supplied, compliance with lawful instructions issued by senior staff, incident reporting, hazard identification and reporting, taking corrective action to eliminate hazards where possible, conducting risk assessments as required, establishing and maintaining a high standard of house keeping and cleanliness in work areas and on Council property, assisting with investigation of incidents, attending toolbox talks, team meetings and training, familiarity with first aid treatment centres, fire protection facilities and evacuation procedures; • Safety of public, other workers and self is maintained when performing duties.
Undertake work in a prompt and efficient manner as directed.	• Carries out all processes within the agreed timeframes; • Completes tasks as specified in a timely, accurate and professional manner.
Apply a sound knowledge of general administrative functions relevant to the position including maintaining information knowledge management systems, processing mail, photocopying, faxing and word processing.	• Administrative functions are executed efficiently in accordance with relevant Council policy and procedure.
Apply skills in computer based systems including Microsoft Office suite and Council's Information Management Systems.	• Effectively enters, stores and retrieves information within computer based systems.

Key Duties / Responsibilities	Key Standards
Undertake the following procurement duties: • Establish and rationalise key supplier arrangements and contracts, identify new arrangements and contracts, seek ways to improve efficiencies and ensure purchasing compliance; • Identify, develop and review procurement, purchasing and tendering processes and practices, to ensure that Council obtains best value for expenditure on goods and services and complies with relevant legislation and statutory requirements; • Provide support, assistance and advice to management and staff on procurement, purchasing, tendering, contract matters and related documents; • Maintain Council's Contract Register and associated data and information • Review, with the assistance of the Corporate Services Manager, policies, corporate practices and procedures in relation to Council's procurement, purchasing and tendering functions; • Provide training to staff in relation to Council's purchasing and procurement processes and systems; • Support Council's tendering processes by way of advice and pro-active involvement and support of Council Tender Panels; • Use Council's Information Management System to create and receive documents including emails, in accordance with Council's Records Management Plan; • Perform other procurement related tasks and undertake other projects as directed by the Corporate Services Manager.	• Procurement strategies are prepared in accordance with Council's procurement guidelines and address the key issue of probity and risk; • Tender documentation is clear, concise, uniform and fit for purpose; • Completed Draft Tender document in acceptable timeframes; • Ensure probity, fairness, transparency throughout the tender process; • Compliance with Section 237 of the Local Government Regulation - Publishing details of contractual arrangements worth $200,000 or more; • Ensure the performance of contractors is monitored and reported by relevant contract manager.

Extent of Authority

The incumbent is expected to exercise all necessary actions within the scope of the Position Requirements and Key Standards listed herein. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorised by the General Manager Corporate & Community and / or Corporate Services Manager.

Accountability

Reports to the Corporate Services Manager.

Selection Criteria

SC1 Well developed interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.

SC2 Well developed numeracy, written and verbal communication and negotiation skills.

SC3 Ability to provide and maintain effective customer service.

SC4 Ability to work effectively under general supervision, to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of others to achieve defined outcomes.

SC5 Strong attention to detail and ability to work with a high level of accuracy.

SC6 Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite, and Council's Information Management Systems, or ability to rapidly acquire same.

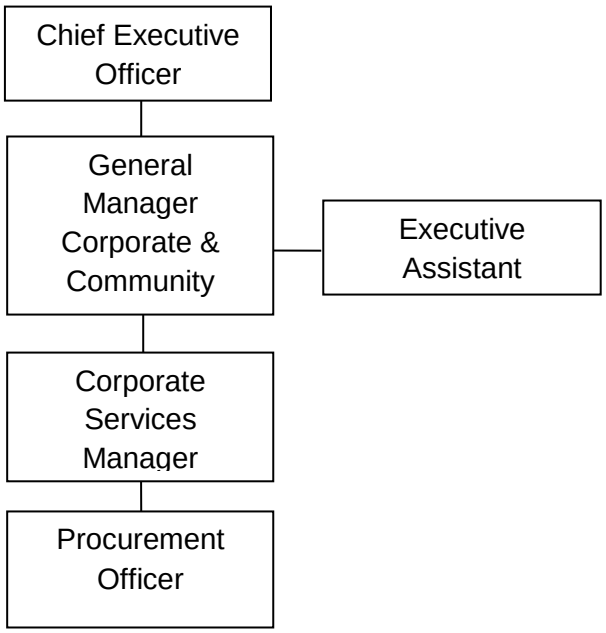
SC7 Sound knowledge of, or ability to rapidly acquire sound knowledge of Council's standard work practices, procedures and policies and statutory requirements relevant to the work area.

SC8 Exercise sound judgement, and a high degree of initiative, confidentiality and sensitivity in the provision of administrative support.

SC9 Demonstrated analytical, problem solving and project management skills.

SC10 Tertiary qualifications in a relevant discipline and / or demonstrated knowledge and experience in procurement including contract, purchasing and public tendering

The structure of your team is shown below:



Other Matters

Work Health & Safety Duties

Work is to be carried out in accordance with SAFEPLAN – Council's Work Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS duties and responsibilities as detailed in the relevant legislative requirements and standards including Council policies and local laws.

Staff Code of Conduct

Work is to be carried out in accordance with the Staff Code of Conduct. All employees are expected to make themselves familiar with the Code and its contents.

Performance Plan

Performance will be reviewed annually against the responsibilities, accountabilities, and behaviors defined in this role description; together with a performance plan developed by the Chief Executive Officer and approved by the Senior Executive Employee Steering Group.

CERTIFICATION BY THE INCUMBENT:

I have read and understood my position description as stated above and acknowledge my duties and responsibilities contained therein.

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE GENERAL MANAGER OR SUPERVISING OFFICER (if applicable):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER (or his/her delegate):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

Additional Remarks / Comments: