

# PROCUREMENT OFFICER

<b>POSITION TITLE:</b>	Procurement Officer
<b>POSITION NUMBER:</b>	4003
<b>AWARD</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	4 - 5 Provisions of appointment pay level and progression to be in accordance with the applicable award.
<b>REPORTS TO:</b>	Manager Procurement
<b>DEPARTMENT:</b>	Corporate Services
<b>LAST REVIEWED:</b>	March 2025

## ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

### *Our Commitment*

We inspire people to create a better future.

### *Our Vision*

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

### *We Value*



Honesty



Integrity



Accountability

## OBJECTIVE OF THIS ROLE

This position is responsible for the implementation of procurement strategies and processes in-line with Cloncurry Shire Council's Procurement Policy, delivering efficient, transparent and value for money purchasing and procurement outcomes. Contract Development and Management.

## KEY RESPONSIBILITIES IN THIS ROLE

The following outlines key responsibilities of the position, but is not all encompassing and subject to change at the discretion of Council:

### Processes:

- Assist in the development of comprehensive and integrated procurement processes, tools and templates.
- Assist in the development and undertaking of end to end Tender and Contract requirements
- Ensure Contracting and Procurement are undertaken in alignment with Council's policies and procedures and implement agreed strategies.
- Assist in the preparation of project estimates and tender processes supporting all departments.
- Monitor procurement costs against the agreed contracted quoted pricing if required.
- Preparation of Contract and Purchasing documentation.
- Loading and management of Contracts, tenders and quotes in Council approved management portals.
- Undertake monthly procurement cost reporting if required.

### Procedures:

- Assist in the development of a Procurement Framework to meet the Council's compliance requirements.
- Ensure that procurement activities are documented, and accurate records are maintained to meet Council's and legislative requirements.
- Undertake procurement activities in accordance with statutory and Council standards, policies and procedures.
- Provide procurement support to Council's Project and Business Unit Managers in procurement planning, project and supply management and contract management activities.

### Leadership:

- Responsible for the procurement process to achieve predictable outcomes at the best value for Council and deliver predictable outcomes.
- Proactive engagement with project managers, line managers and supervisors on upcoming or existing projects and significant procurement activities to ensure appropriate lead times on orders are considered.

### Optimisation:

- At the request of the Contract Manager, facilitate reviews of existing contractual agreements to ensure that the supplier performance meets agreed standards and record any non-performance.
- Analyse spending trends and patterns to maximise buying power of Council.
- Work with Council personnel, consultants, suppliers and contractors to ensure procurement activities are delivered in compliance with the agreed requirements (contractual, safety and design standards).
- Ensure procurement activities are delivered effectively and with whole of life value driven outcomes.
- Provide input into the development, implementation and review of Council policies.
- Other duties as reasonably requested within the scope of the position.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Contract Development and execution
- Local Government Procurement regulations, procedures
- Risk Management – Basic application
- Project Register Management
- Project Quality Management
- Contract Management
- Procurement Processing and Procedures
- Request for quotes and Tender
- Knowledge of Vender Panel and Local buy systems and Processes

## KEY CHALLENGES

- Manage a variety of simultaneous procurement activities whilst meeting challenges such as cost, quality and time constraints.
- Manage diverse stakeholder groups with differing needs and expectations to deliver quality projects.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Hold and maintain an unrestricted C class driver's licence.
- Experience in a similar role in Local Government or civil construction industry.

### Desirable:

- Tertiary or Vocational qualifications in Procurement / Business Administration and/or related qualification.

## KEY SELECTION CRITERIA

- Demonstrated knowledge of procurement practices and tools.
- Experience of procurement activities for small to medium-sized capital projects in a complex, public facing environment.
- Experience in data analysis, tender processes and the Contract management life cycle.
- Understanding of the local government contract and tendering environment.
- Experience working with various contract resource software, ( Altus/ Synergyssoft, Advanced Excel an advantage)
- High-level of verbal and written communications skills and the ability to communicate effectively with a wide range of people.
- Ability to work independently, under broad direction, cooperatively in a team environment whilst balancing competing priorities.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Prioritise and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions.

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

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**Signature**

**Date**

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