

POSITION DESCRIPTION

Position Title:	Procurement Administration Officer		
Classification:	Band 4	Status	Full time maximum term
Group:	Corporate Services	Business Unit:	Finance
Reports to:	Coordinator Procurement & Accounts Payable		
Direct Reports:	Nil	Date:	October 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

To provide support to the procurement team with assistance in various administration tasks, including management of purchase orders held within the finance system, end to end creditor maintenance and various compliance audit transactions against policy and procedures.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Perform end to end creditor maintenance for the organisation, including advice to staff and suppliers regarding councils requirements.
- Management of the general procurement email inbox, understanding requirements of the request, making decisions on the action required and forwarding to relevant staff.
- Maintenance of expired approaches to market, purchase orders and goods receipts, and advising staff of process in TechnologyOne CiA system
- Administer purchase card process, including running reports, new applications, cancelling cards, general maintenance and advising staff of process.
- Manage stationery orders for the civic centre and wider organisation on an as needs basis.
- Internal audit processes as required by the team to ensure compliance.
- Provide procurement customer service to internal and external stakeholders both over the telephone

and via email.

- Provide administration support to the Procurement Business Partners as required, including but not limited to administration of Adobe Sign Reports, setting up interviews for tenderers, administrative duties within the tendering portal and management of questions posed during the tender open period.
- Maintain updated knowledge of procurement policies, procedures and review councils intranet.
- Participate in relevant staff induction and training programs and attend meetings as required.
- Other duties as directed within the skills and abilities of a position at this level.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures ensuring an adequate standard of internal control over financial data is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is directly responsible to the Coordinator Procurement & Accounts Payable for the following:

- Accurate and timely processing of supplier maintenance requests with accepted methods and timeframes.
- Ensure the information, advice, and output to duties and responsibilities are accurate, timely and meet the needs of stakeholders.
- Taking reasonable care for your own health and safety and that of others affected by your action.
- Exercising discretion in the application of established Procurement standards and procedures, undertaking and implementing quality control measures.

JUDGMENT AND DECISION MAKING

- The work objective is well defined with updated guidelines and procedures in place.
- The duties are carried out under partial supervision.
- Decisions in relation to established Procurement processes to be made without direct supervision. Advice, guidance and support is available from the Coordinator Procurement & Accounts Payable and the wider Finance team.
- Use all safety equipment and carry out duties using safe practices in accordance with safety standards and the regulations of the Occupational Health and Safety Act 2004 and Council's Safety procedures.

SPECIALIST KNOWLEDGE AND SKILLS

- Good knowledge of procurement principles and processes. Local government procurement context would be highly regarded but is not essential.
- High level proficiency in Microsoft Office skills.
- Experience with Finance ERP systems, with an aptitude to learn new systems easily.
- Ability to provide accurate information and clear communication.
- Strong administration skills with excellent attention to detail.

INTERPERSONAL SKILLS

- Good verbal communication skills and ability to liaise effectively with management, staff, and suppliers.
- Very good written communication skills and the ability to prepare accurate and clear correspondence.
- Ability to gain co-operation and assistance from others, including resolution of procurement issues.



- Ability to demonstrate innovation and flexibility in seeking and encouraging the adoption of change which will benefit the team's performance.
- Ability to work as a member of a team to achieve Council and departmental goals and objectives.
- Excellent customer service skills are essential.

MANAGEMENT SKILLS

- Organisational skills, with comprehensive understanding of office procedures and practices.
- Ability to plan, organise and prioritise own workload to meet objectives within required timeframes.
- Ability to communicate work practices and operational procedures, particularly procurement policy and procedures.
- Liaise with procurement team to assist in balancing work demands and assessing prioritising tasks.
- Ability to assist staff with procurement tasks to meet deadlines and departmental objectives.

QUALIFICATIONS AND EXPERIENCE

- Relevant post-secondary qualifications and/or demonstrated experience in procurement administration in a large organisation would be highly regarded but is not essential.

KEY SELECTION CRITERIA

- Good knowledge of procurement principles and process, especially in a local government context would be highly regarded but is not essential.
- High level proficiency in Microsoft Office skills with an aptitude to learn new systems.
- Experience with finance ERP systems. Experience with TechnologyOne CiA is welcome, but not mandatory.
- Strong administration skills with excellent attention to detail.
- Demonstrated customer focussed communication skills, including the ability to prepare and deliver meaningful, accurate and timely information and liaise effectively with stakeholders.
- Demonstrated ability to gain cooperation and assistance from others.
- Demonstrated self-starter with an ability to respond positively to change and quickly develop knowledge and skills.
- Demonstrated ability to perform effectively to tight timeframes.
- Demonstrated ability to embrace the Cardinia Way Values and keys to success.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time ongoing position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.

