

POSITION DESCRIPTION

Position Title:	Procurement Business Partner		
Classification:	Band 6	Status	Full Time Maximum Term
Group:	Corporate Services	Business Unit:	Finance
Reports to:	Team Leader Procurement Business Partner		
Direct Reports:	NIL	Date:	April 2026

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

This role supports the Procurement and Accounts Payable team to deliver efficient, compliant and value-driven procure-to-pay services for Cardinia Shire Council. Acting as a trusted strategic advisor to assigned business units, the Procurement Business Partner proactively engages stakeholders early in the planning cycle to enable informed, forward-looking procurement decisions that achieve optimal outcomes for Council and the community.

The role provides a customer-focused and collaborative service, partnering with stakeholders to embed best-practice procurement principles, including probity, compliance, sustainability and value for money. Through early engagement, forward procurement planning and market insight, the role supports business units to identify opportunities, manage risk and maximise value across sourcing, tendering and contract activities.

The Procurement Business Partner coordinates and administers end-to-end procurement activities, including end to end tender processes, system administration, reporting and stakeholder education, while promoting capability uplift across the organisation. The role delivers relevant advice, data analysis and insights to support evidence-based decision-making and continuous improvement, contributing to the effective, transparent and sustainable delivery of services for Council and the community.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Build and maintain customer focused business relationships with internal

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stakeholders to drive improved understanding and compliance with the procure to pay process including delivery of ongoing training and education in processes and systems.

- Proactively engage with stakeholders across assigned business units early in the planning cycle to gain visibility of upcoming procurement activities and strategies, providing informed advice to deliver value-for-money, compliant and sustainable outcomes.
- Provide end-to-end procurement support and advice to council staff, including sourcing opportunities, tenders and contracts.
- Develop full tender documentation, including review of specifications, tenderer response requirements, information and conditions.
- Administer the full tender process, evaluation and award, including contract creation and execution.
- Assist in the maintenance and administration of council's procurement systems.
- Provide detailed data analytics, category expenditure reports and trend compliance reports to the Procurement team to identify opportunities for cost saving and consolidation of Council expenditure under tendered contracts and review key supply relationships and risk profiles.
- Monitor Council procurement and purchasing compliance by working with Accounts Payable, Council stakeholders and suppliers to ensure procure-to-pay transactions follow procurement policy and procedures and test effectiveness of related controls including OH&S risk identification of hazard related goods and services.
- Assist internal and external audit program reviews.

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.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management.

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- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGEMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Highly developed skills in business partnering and customer service delivery and processes. This includes the ability to effectively communicate procurement requirements to all key stakeholders.
- Highly developed computer skills in automated invoice processing, e-procurement and contract management.
- Knowledge of the Local Government Act as it relates to procurement activities, Consumer Protection and Competition Law and the impact of National Competition Policy on local government
- Sound understanding of accounting principles and practices and the ability to interpret and apply Local Government legislation and regulations, accounting principles and practices including knowledge of GST.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practices and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications, industry qualification and/or equivalent experience in a comparable environment.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Demonstrated ability to operate as a trusted advisor, providing strategic, evidence-based procurement advice that influences business unit planning, supports informed decision-making, and delivers sustainable, value-for-money outcomes in a complex organisational environment.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of procurement policies, procedures and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- Proven experience in supply chain data analysis and compliance monitoring in a large organisation to deliver continuous improvement to identify value opportunities.
- Proven ability to research, compile, analyse and translate procurement data into meaningful information for end users and auditors.

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 maximum term 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 Financial Background Check, Traffic Check or Working with Children Check.