



## Position Description – Procurement Advisor

<b>Division</b>	Corporate Services
<b>Portfolio</b>	Corporate Services
<b>Business Unit</b>	Strategic Procurement Services
<b>Level</b>	7
<b>Reports To</b>	Manager Strategic Procurement
<b>Prescribed Position</b>	No

### Position Objective

The Procurement Advisor is responsible for leading the strategic direction of Council's procurement function by developing best value contracts for the delivery of goods, works and services.

The position is a key member of the Collaborative Strategic Procurement Team incorporating the Cities of Charles Sturt, Marion and Port Adelaide Enfield. Working across these councils, the role drives high-quality, compliant procurement outcomes, supports organisational objectives and ensures strong probity, transparency and value for money.

### Key Responsibilities

- Lead and coordinate the procurement function to ensure Council's strategic objectives are met through the sourcing of best value goods, works and services.
- Determine procurement needs and establish contracts with appropriate legal protections, including fit-for-purpose KPIs and performance management frameworks.
- Ensure transparency, accountability and the highest standard of professionalism and probity in all procurement activity.
- Monitor and evaluate compliance with procurement policies, procedures and related legislation, and make recommendations to management on process, governance and risk improvements.
- Maintain a current understanding of relevant legislation (including local government, ICAC/probity and public sector procurement requirements), policies, codes of practice, standards and industry best practice, and ensure necessary changes are implemented.
- Lead and coordinate collaborative opportunities to help ensure the success of shared procurement initiatives, encouraging participation and assisting to resolve any local service delivery issues.

- In consultation with Divisions, Portfolios and Business Units, compile and implement Forward Procurement Plan and provide regular reporting on its progress, risks and outcomes (e.g. savings, contract coverage, compliance).
- Liaise closely with internal stakeholders on the development of specifications and designs to ensure timely delivery of tenders and contracts.
- Assist teams to consolidate suppliers and source materials and services from competitive suppliers, promoting best value principles and whole-of-life considerations.
- Represent the best interests of participating Councils in industry discussions, briefings, debriefings and contract negotiations.
- Represent Council in professional procurement networks to build partnerships, share knowledge and identify collaborative opportunities. Develop, implement and maintain procurement systems, policies, templates and procedures aligned with legislative and statutory requirements, organisational policies and industry best practice.
- Contribute to the design, implementation and continuous improvement of procurement processes, tools and reporting to improve efficiency, transparency, risk management and customer experience.
- Participate in the establishment, monitoring, review and reporting of procurement-related key performance indicators (KPIs) and targets (for example: percentage of spend under contract, realised savings, contract performance, cycle times and compliance measures).
- Develop and implement effective strategies for the professional development and career planning of procurement staff, including multi-skilling and strong customer service.
- Provide professional, strategic, commercial and (where appropriate to qualifications) legal advice on procurement, tendering and contract management matters, seeking expert advice internally and externally as required.
- Lead by example in modelling Council's values and behaviours, fostering a constructive, collaborative and outcomes-focused culture across the shared procurement team.
- Develop and deliver training, education and support programs for staff to ensure understanding, buy-in and compliance with procurement policies and processes.
- Work collaboratively across at least three (3) Adelaide councils (City of Charles Sturt, City of Port Adelaide Enfield and City of Marion), including regular meetings and activities at each council.
- Build and maintain strong relationships with key stakeholders in each council to understand local needs while supporting common, shared procurement approaches.
- Contribute to agreed cross-council governance arrangements for procurement, including consistent application of policies, reporting and decision-making processes.
- Undertake regular travel between participating council offices within metropolitan Adelaide as required to deliver the responsibilities of the role.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds customer expectations.
- Follow defined information management practices, policies and procedures for all records created and received.

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Be responsible for and actively involved in identifying and managing risk in day-to-day activities and projects, including procurement and contract risks.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Management Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- Highly effective people leader and change facilitator, with the ability to coach, mentor and develop staff.
- Proven ability to establish and build relationships, consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.
- Demonstrated ability to work within a high performing team environment across multiple organisations.
- Ability to identify the political and organisational implications of different decision paths before acting.
- Strong commitment to deliver valuable outcomes and high levels of customer service.
- Professional, pragmatic and positive approach that fosters innovative and practical procurement solutions.
- Excellent written and verbal communication, including preparation of procurement documentation, contracts, reports and council documentation.
- Well-developed project and contract management skills that support the timely development of procurement strategies, projects and programs.
- Ability to provide sound commercial advice, support price reviews, lead negotiations and support the mediation of disputes.
- Proven ability to effectively prioritise conflicting demands, meet tight deadlines and respond flexibly to changing priorities and demands.
- Analytical and strategic approach to procurement, including the use of data and KPIs to drive improvement.

- Advanced computing skills including Microsoft Office and corporate systems (e.g. electronic document management, finance, property/asset, customer request systems and intranet).
- Experience in the use of dedicated e-procurement, contract management or sourcing systems.

## Knowledge

- Strong knowledge and experience in providing advice and solutions for a range of procurement and contract management issues, preferably in a public sector or local government context.
- Advanced understanding of contract law and standards, risk management and the probity requirements of public sector procurement.
- Knowledge of, and ability to apply, relevant legislation, regulations and policies, which may include:
  - Local government legislation and regulations
  - Public sector procurement requirements and guidelines
  - ICAC and probity frameworks and codes of conduct

## Experience

- Proven experience as a senior procurement professional leading complex procurement and contract management activities.
- Demonstrated experience in strategic sourcing, category management or collaborative procurement that delivers measurable value (e.g. savings, improved service, risk reduction, increased contract coverage).
- Experience in working across multiple business units or organisations to deliver shared procurement outcomes.
- Experience in a shared services, cross-council or multi-agency procurement environment.
- Experience in leading or contributing to the implementation of new procurement systems, policies or frameworks.

## Qualifications & Requirements

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| <ul style="list-style-type: none"> <li>• Tertiary qualification and/or CIPS (Chartered Institute of Procurement &amp; Supply) certification, or commensurate relevant experience in procurement and contract management.</li> </ul> | Essential |
| <ul style="list-style-type: none"> <li>• Post-graduate qualifications in procurement, contract management, law, commerce, business, public administration or a related field.</li> </ul>  | Desirable |
| <ul style="list-style-type: none"> <li>• Membership of a recognised professional procurement body.</li> </ul>   | Desirable |