



Position Description – Procurement Officer

Division	Corporate Services
Portfolio	Corporate Services
Business Unit	Procurement Services
Level	5
Reports To	Manager Strategic Procurement
Prescribed Position	No

Position Objective

The Procurement Officer supports Council's procurement function by coordinating and delivering compliant procurement activities, maintaining fit-for-purpose templates and processes, and providing practical advice to internal stakeholders. The role contributes to achieving value for money, probity, strong contract outcomes and continuous improvement by identifying practical improvement opportunities, supporting agreed changes, and promoting consistent procurement practice across the collaborative procurement model.

The position forms part of the Collaborative Strategic Procurement Team incorporating the Cities of Charles Sturt, Marion and Port Adelaide Enfield, and while the role directly supports the City of Charles Sturt, there is opportunity to support shared procurement activity and consistent practice across participating councils.

Key Responsibilities

- Coordinate and support end-to-end procurement and contract management activities (RFQs, tenders, contract establishment and contract administration processes) in line with Council policies and legislative requirements.
- Provide practical, customer-focused procurement advice to internal stakeholders on purchasing, tendering and contract processes, escalating complex matters as required.
- Support stakeholders to develop clear specifications, scope and evaluation criteria to enable timely and compliant sourcing activity.
- Assist in preparing procurement documentation including request documentation, evaluation plans, evaluation reports, council briefings (where required), and contract documentation.
- Assist in establishing, maintaining and administering contracts, including appropriate documentation, insurances, schedules, review dates, extensions, variations and basic performance measures (KPIs), with review by senior procurement staff as required.

- Assist with supplier rationalisation and contract utilisation initiatives by identifying opportunities, improving contract visibility and supporting stakeholders to use preferred arrangements.
- Apply probity, transparency and defensible process requirements in all procurement activities.
- Assist with procurement reporting, including activity status, cycle times, contract coverage, compliance checks and value outcomes, and use reporting insights to help identify trends, risks and improvement opportunities. Maintain procurement systems, records, templates and guidance material, ensuring they remain accurate, accessible, fit-for-purpose and aligned with agreed process improvements.
- Support continuous improvement by identifying recurring process issues, stakeholder pain points and improvement opportunities, and by assisting with agreed changes to workflows, templates, guidance and systems.
- Maintain a simple improvement register or action log to capture agreed improvement opportunities, owners, timeframes and progress.
- Share learnings and improvement ideas across participating councils to support consistent practice, reduce duplication and improve stakeholder experience.
- Support the development and maintenance of the Forward Procurement Plan by coordinating inputs from business areas and assisting with progress reporting.

Cross-Council Collaboration Responsibilities

- Work collaboratively with procurement staff and stakeholders across the Cities of Charles Sturt, Marion and Port Adelaide Enfield to support shared sourcing initiatives and consistent processes.
- Attend cross-council meetings as required, prepare agendas/notes/actions, and follow up allocated actions to support delivery of shared outcomes.
- Escalate cross-council issues affecting delivery or stakeholder experience to senior procurement staff for resolution.

General Responsibilities

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Be actively involved in the identification and management of the day-to-day risks of activities and projects.
- Follow information management practices for all records created and received.
- Comply with Work Health and Safety requirements and take reasonable care for your own and others' health and wellbeing.
- Promote and maintain a child safe environment and act in line with Council's Children and Vulnerable Persons Policy.

- Some out of hours work and travel between participating council offices within metropolitan Adelaide may be required.

Selection Criteria

Skills

- Demonstrated ability to build positive working relationships with internal stakeholders and respond professionally to competing demands.
- Sound communication skills (written and verbal), including the ability to prepare clear procurement documentation and basic reports.
- Strong attention to detail and ability to maintain accurate records and documentation in a compliance environment.
- Ability to coordinate tasks and manage time effectively to meet deadlines.
- Practical problem-solving skills and willingness to learn and apply policy and process requirements.
- Advanced computing skills including MS 365 (Word, Excel, Outlook, Teams) and ability to learn corporate systems (e-tendering, finance and document management).
- Commitment to probity, confidentiality and ethical conduct.
- Demonstrated understanding and enthusiasm for the direction of the City and the organisation.
- Practical problem-solving skills, including the ability to identify process issues, use basic data and stakeholder feedback, suggest workable solutions, and support implementation of agreed improvements.

Knowledge

- Understanding of procurement and purchasing processes (RFQs, tenders and contract basics), ideally within a public sector or regulated environment.
- Awareness of probity, risk management and value-for-money principles in procurement.
- Developing understanding of relevant legislative and policy requirements applicable to local government procurement (or ability to learn quickly).
- Awareness of continuous improvement practices and how they can be applied to procurement processes, customer service, compliance and stakeholder experience.

Experience

- Experience supporting procurement, contract administration, purchasing or a related role with a strong process and documentation focus.
- Experience working with internal customers/stakeholders in a service delivery environment.
- Experience in local government or the public sector is desirable, but not essential.

- Change Management or Continuous Improvement experience desired.

Qualifications & Requirements

A tertiary qualification in procurement, business, commerce, contract management or a related field or commensurate demonstrated experience in lieu of formal qualifications

Desirable