

POSITION TITLE: Procurement and Contracts Officer

POSITION HOLDER:

REPORTS TO: Manager Asset Services

TERM OF EMPLOYMENT: Ongoing, Part-time 0.8 FTE

DATE APPROVED: May 2019

CLASSIFICATION: Band 6

POSITION OBJECTIVE:

The Procurement and Contracts Officer will:

- a) Oversee the compliance of all procurement and contract processes; and
- b) Manage the administration of all procurement and contract activities.

KEY RESPONSIBILITIES AND DUTIES:

- Review the Council's Procurement Policy and Contract Management Manual annually and ensure compliance with legislation, the Independent Broad Based Anti-Corruption Commission (IBAC), Ombudsman Victoria and the Victorian Government Inspectorate best practice guidelines, frameworks and legislative requirements.
- Oversee the procurement and contract management processes of Council to ensure all Policies and Procedures are adhered to.
- Internally audit the procurement and contract management systems to test compliance with policies, procedures and guidelines.
- Ensure the probity principles of procurement are adhered to and communicated to all staff through the induction process and staff meetings.
- Develop and update templates for all procurement and contract management activities such as Request for Quotation (RFQ), Request for Tender (RFT), Expression of Interest (EOI), Agreements, Contracts, Purchase Order Agreements, Contract Management, forms and supporting documentation.
- Measure all documentation created and developed against best practice documents developed by the Department of Treasury and Finance and the Victorian Government Purchasing Board.
- Implement system improvements identified through consultation with the Senior Management Team and the Governance Department to enhance the integrity of the procurement and contract management process.
- Monitor aggregate payments to individual contractors and ensure tendering limit compliance.
- Update and manage the Tender, EOI, RFQ and Contracts register of Council.

ORGANISATION ENVIRONMENT:

Reports to: Manager Asset Services

Supervises: NIL

KEY COMMUNICATIONS:

Internal: Chief Executive Officer
Senior Management Group
All Staff

External: Government Bodies / Agencies
Local Government supporting bodies (e.g. Municipal Association Victoria)

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The Procurement and Contracts Officer is accountable to the Manager Asset Services, under limited supervision.
- The Officer has the freedom to act, setting clear objectives for the position, regularly reporting progress to the Manager Asset Services and the Governance Department.
- The position will develop procurement and contract management documentation on behalf of Council based on governing body guidelines and legislative requirements.

JUDGEMENT AND DECISION MAKING:

- Make decisions consistent with the level of delegation.
- Develop documentation based on best practice guidelines and legislative requirements.
- Problem solving will be required to develop documentation and enhance the integrity of business processes.
- Guidance and support will be provided from the Manager Asset Services and the Governance Department.

SPECIALIST SKILLS AND KNOWLEDGE:

- An understanding of the long term goals of Council regarding the procurement and contract management processes
- Familiarity with procurement and contract management systems.
- Ability to develop policies, procedures, procurement and contract management documentation.
- Familiarity with relevant budgeting and financial procedures.
- Considerable skills and experience in the use of MS Office suite, including Word, Outlook and Excel.
- Ability to use specific software programs relevant to the position.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work to achieve objectives and goals.

INTERPERSONAL SKILLS:

- Ability to liaise and gain co-operation and assistance from staff, suppliers and contractors in the administration of broadly defined activities.
- Ability to liaise with their counterparts in other organisations to discuss and resolve specialist matters to resolve intra-organisational problems.

QUALIFICIATONS AND EXPERIENCE:

- Degree or diploma in Procurement, Supply Chain Management, Contract and Project Management or equivalent with some experience; or substantial experience in the field.

- Proven experience and proficient in the use of MS Office suite, including Word, Outlook and Excel.
- Current Driver Licence.
- Experience in the supervision of contracts.
- Experience in Local Government is preferred, but not essential.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Bullying / Equal Opportunity / Discrimination / Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

This position description is subject to change from time to time as Yarriambiack Shire Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

KEY SELECTION CRITERIA:

- Degree or Diploma in Procurement, Supply Chain Management, Contract and Project Management or equivalent.
- Demonstrated ability to gain cooperation and assistance and liaise with a range of stakeholders.
- Demonstrated skills in policy, procedure and supporting documentation review, development and implementation.
- Demonstrated ability to resolve problems.
- Well-developed verbal and written communication skills.
- Well-developed skills in the use of a computer and various software packages.
- Demonstrated ability to administer and test compliance activities through internal auditing processes.
- Demonstrated ability to supervise and manage contracts.

VERIFICATION:

This section verifies that the Chief Executive Officer has approved the position and the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Approved by:
Jessie Holmes
Chief Executive Officer
Date

Agreed by:
Bernie Naylor
Manager of Asset services
Date

Agreed by:
Employee
Procurement and Contracts Officer
Date