



Position Details

Title:	Procurement Officer
Classification:	Band 5
Business Unit:	Finance Department
Reports to:	Coordinator Financial Services

Position Summary

The Procurement Officer will assist with the contract and procurement activities for Council, including the on-line requisitioning and accounts payable functions of Council.

These duties include assisting with the development and review of appropriate procedures, maintenance of relevant information systems, training and development of staff and reporting outcomes.

Key Objectives

To assist with Council's contract and procurement activities to be carried out in an efficient and effective manner in compliance with relevant legislation, regulations, codes, policies and best practice guidelines;

To assist with maintaining the Contracts software module and ensure utilisation of the system to streamline data efficiency;

To assist with the accounts payable function to ensure consistent level of customer service for the procurement/payables functions.

Key Responsibilities

- Assist with the administrative requirements related to the tender process including preparation and distribution of documentation, evaluation of tenders and response to enquiries;
- Assist with the maintenance of accurate contract and contractor recording and monitoring systems and provide regular reports to Management. Maintain a Contract Tendering Register in a format suitable for public access, inspection and information;
- Review and update Council's existing suite of contract documents, including procedures and manuals;
- Maintain panel supplier database for use by Council staff;

- Provide contract management and procurement services, including support and advice to other employees and to all departments within the organisation – within levels of delegation from Senior Procurement Officer;
- Assist with the conduct periodical audits on contracts to ensure compliance with contractual arrangements as required;
- Responsible for the matching of incoming invoices with existing requisitions, orders and contracts for payment;
- Responsible for the reconciliation of Purchase Card and Store Card accounts;
- Carry out training of both new and existing staff in the use of on-line requisitions and purchase orders within areas of expertise;
- Carryout module management, including ensuring users are appropriately set up to reflect their delegated authority under Council's Procurement Policy;
- Coordinate regular and adhoc payments runs, completed in a timely manner whilst minimising cash flows and use of creditor terms;
- Completion of credit applications to enable the efficient procurement of goods and services;
- Respond to customer enquiries.

Innovation & Efficiency

- Constantly monitor and research innovative ways to improve Council's procurement and payables functions utilising tools such as e-tendering and other on-line resources;
- Actively seek out opportunities to maintain currency in industry issues and adapt models to Best Practice to improve the efficiency of the service.

Other Duties

- Work with the Procurement and Accounts Payable Officer to carry out internal audits of purchases and payments and document/resolve unclear purchases.

Extent of Authority

- Responsible for assisting with the review of Council's Procurement Policy and associated processes including presentations and training
- Responsible for assisting with the on-line requisition and accounts payable functions in accordance with Council's Procurement Policy
- Responsible for ensuring work is completed in a timely, accurate and thorough manner;

- Provide specialist advice to internal and external stakeholders in relation to procurement and contractual processes of Council
- Expected to identify and implement improvements to reporting and monitoring systems where appropriate;
- Responsible for ensuring organisational compliance with all relevant codes, regulations and legislations;
- Freedom to act is set by clear objectives and/or budgets, with frequent consultation and regular reporting;
- Commit to and adhere with Council's Child Safe Requirements.

Judgement and Decision Making

- Required to undertake such duties as necessary within scope of responsibility, to ensure the effective operation of the functions of the Unit;
- May be required to make judgements and decisions in accordance within legislation and policy parameters and professional knowledge or experience;
- Guidance and advice are usually available from within the Organisation, and within time available to make a choice;
- Required to ensure a high level of confidentiality of information.

Specialist Skills and Knowledge

- Knowledge of accounts payable and contract administration procedures;
- A sound understanding of, and appreciation and commitment to Council's Procurement Policy;
- Capacity to understand and interpret various legislations and regulations;
- Knowledge of the range of services provided by Council and the wider goals of the Organisation;
- Well-developed database, spreadsheet and general computer skills;
- Working knowledge of a corporate information system would be an advantage;
- Demonstrated ability to prepare clear and concise reports;
- Excellent customer service and public relations skills.

Management Skills

- Ability to effectively plan, organise and manage time and set priorities for him/herself and others, to achieve set objectives within available resources and timeframes;
- Ability to conduct audits and report findings to the appropriate line of command
- Ability to work without supervision and to demonstrate initiative;
- Ability to analyse options and make logical decisions;

- Highly developed organisational skills.

Inter-personal skills

- Ability to liaise with other Council staff, customers and other bodies in a positive manner, to convey information, exchange views, and resolve problems;
- Ability to train & develop other staff in the use of computer systems;
- Well-developed communication and interpersonal skills;
- Able to work harmoniously in a team environment, and to adopt a team approach to work practices;
- Ability to exercise discretion, and maintain confidentiality.
- Liaise with counterparts in other organisations to maintain networks and knowledge.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Local Government Act 1989 & 2019
 - Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
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- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications & Experience

- Tertiary qualifications in the relevant discipline or substantial experience in a financial environment
- Working knowledge and understanding of contract law
- Knowledge and understanding of procurement principles and procedures
- Demonstrated experience in financial and administrative functions, including well developed database spreadsheets and computer skills
- Demonstrated experience in liaising with internal and external stakeholders in a collaborative and professional manner

Key Selection Criteria

The employee will demonstrate the following:

- ✓ Tertiary qualifications in a relevant discipline or substantial experience in a financial environment;
- ✓ Working Knowledge and understanding of the principles of contract law
- ✓ Knowledge and understanding of procurement principles and procedures
- ✓ Demonstrated experience in both financial and administrative functions, including well developed database, spreadsheet and computer skills;
- ✓ Ability to carry out training sessions for other staff;
- ✓ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- ✓ Ability to look for solutions to new problems and critically evaluate/change existing processes;
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders;
- ✓ May require current working with children check

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____