

Contracts and Procurement Officer



Position Description

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POSITION NO:	610007
DIRECTORATE:	Corporate and Commercial Services
DEPARTMENT:	Procurement, Property & Risk
SECTION:	Contract and Procurement
STATUS:	Temporary Full-Time
CLASSIFICATION:	Band 6
LOCATION:	Civic Centre Frankston
APPROVED BY:	Director Corporate and Commercial Services
DATE:	October 2024

POSITION OBJECTIVE(S)/GOAL(S):

1. To assist in the implementation of Council's Procurement Policy and to deliver Best Value in Council contracts
2. To provide assistance and compliance auditing to ensure that Council's contract administration processes are followed

KEY OUTCOMES AND RESPONSIBILITIES:

1. Procurement

- Ensure implementation of and compliance with in all procurement activities
- Assist the Coordinator Contracts and Procurement (CPC) and departments to determine goods, services and works that can be packaged together to improve Best Value
- Provide advice, assistance, support to and facilitate all aspects of the tendering and procurement processes of departments to ensure compliance with Council's Procurement Policy and Strategy and probity, fairness and integrity in all procurement procedures
- Ensure that evaluation reports (memorandums or Council reports) follow standards and that the rationale supporting a recommendation can be followed and is an appropriate decision
- Identify improvements to enhance efficiency and deliver Best Value outcomes to Council
- Recommend, arrange and/or conduct training of staff when required
- Assisting and supporting other departments in the implementation of all aspects of Council's Procurement Policy and Strategy to ensure compliance and Best Value for money
- Participating in the monitoring and review of procurement and tendering arrangements, recommending and implementing improvements to improve competition, and conducting training, as appropriate
- Ensuring that arrangements with suppliers are transparent and subject to formal arrangements
- Developing procurement of aggregated packages and/or panels for the optimal delivery of goods and

services

- Communicating to the organisation the benefits gained in improved procurement systems and processes
- Monitoring and reporting to the Manager and Executive Management Team on compliance with Council's Procurement Policy and Strategy and contract management procedures
- Assisting in the identification, communication and implementation of strategies to deliver measurable savings to Council

2. Contract Management

- Assist departments to set up their project details and parameters on Council's contract management system
- Undertake regular reviews to ensure compliance with contract terms and conditions
- Monitor progress certificates, securities and insurances and report any inconsistencies to CPC

Organisational Responsibilities

- Cooperate with Council in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner in accordance with Council's information and records management procedures.
- Ensure that all Council's policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management, financial management, governance, procurement, and customer service.
- Act in a professional manner at all times while performing duties for and/or representing Frankston City Council in accordance with the Staff Code of Conduct.
- Frankston City Council has zero tolerance of child abuse and is committed to creating and maintaining a Child Safe and Child Friendly City where all children are valued and protected from harm and abuse. It is expected that the successful incumbent of the position will implement and adhere to the above statement and Frankston City Council's Child Safe Policy whilst completing their duties.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multiskilling provisions of the Frankston City Council Enterprise Agreement.

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the *Emergency Management Act 1986*, this may include providing emergency response, relief and recovery services to the community.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records Check: **YES**

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check: **YES**

AUTHORISATION/DELEGATION:

The incumbent will be an Authorised Officer under appropriate delegations: **YES** **NO**

ORGANISATION RELATIONSHIPS AND RESOURCE MANAGEMENT RESPONSIBILITIES:

Reports to:	Coordinator Contracts and Procurement
Supervises:	N/A
Internal contacts:	All staff, including Managers, Coordinators Executive Management Team.
External contacts:	Consultants, contractors, suppliers, industry bodies, State Government, other Councils and the public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- The output of work and ability to meet work schedules, deadlines and to respond to changing circumstances
- Providing advice on procurement and contract process in line with Council Policies and processes
- Assisting in the development of policies and procedures and implementation of systems to enhance the procurement of goods and services, and contract management

The incumbent has the following delegations:

- Signing letters, reports etc. to nil.

The incumbent is accountable for:

- adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above.

JUDGEMENT AND DECISION MAKING:

The incumbent is required to use judgement and make decisions relating to:

- Solving problems independently and using initiative by adapting previous experience and knowledge of procurement and contract administration practices to ensure compliance with Council's Procurement Policy and Strategy
- Identifying opportunities to improve Best Value for money by working with internal stakeholders and by establishing strong networks in the Local Government procurement sector

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be demonstrated and utilised:

- Well-developed documentation preparation skills and experience in using standard form contracts
- Analytical skills and experience in tender evaluation, selection and contract management
- Well-developed verbal and written communication skills
- Good working knowledge in the use of procurement and contract management applications, word processing and spreadsheets
- A broad understanding of the Local Government environment, including an understanding of legislation, standards and codes of practice

MANAGEMENT SKILLS:

The incumbent must demonstrate and apply the following management skills:

- Setting priorities in an environment where there are competing pressures, ambiguity and uncertainty
- Demonstrated ability in the preparation of reports and correspondence and good presentation skills
- Ability to actively contribute to team cohesion and effectiveness

- Ability to manage interactions with diverse community groups
- Ability in planning and organising work programs
- Effectively communicating advice and expectations to all stakeholders

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated and utilised:

- Ability to foster transparent and ethical dealings through both written and verbal communications
- Ability to gain cooperation and assistance from other staff and people to achieve compliant procurement and exceptional contract management practices
- Well-developed listening skills and ability to resolve problems

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and/or experience are required for the position:

- A recognised tertiary qualification in a relevant discipline and/or substantial experience in procurement and contract management in an environment regulated by policy and statute and where public scrutiny is high
- Previous experience managing detailed procurement and contract management processes and projects
- Current Victorian Driver Licence

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment in accordance with Council's Enterprise Agreement.

The Position Description will be reviewed annually, in conjunction with you, in accordance with Council's Enterprise Agreement, and as part of the employee's annual Performance and Development Review.

The Position Description is to be read in conjunction with the Council's Enterprise Agreement and the General Terms and Conditions of Employment

SELECTION CRITERIA:

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills and knowledge as listed in the Position Description:

Mandatory/Essential:

- A recognised tertiary qualification in a relevant discipline and/or substantial experience in procurement and contract management in an environment regulated by policy and statute and where public scrutiny is high
- Demonstrated ability to manage detailed procurement and contract management processes and projects
- Well-developed interpersonal, liaison and management skills
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PHYSICAL REQUIREMENTS OF THE POSITION:

The physical requirements of the position are outlined below:

Task	Performed Frequently More than 2 hours in 1 shift or continually for 30 min	Performed Sometimes Less than 2 hours in 1 shift	Never/Rarely Performed Infrequent use/activity
Keyboard duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting (extended periods)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Briefly)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking/Standing (Extended)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving Car/Utility/Tractor/Truck/Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying duties (Light) <10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying duties (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Light) <10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chopping/Digging tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending/Kneeling requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (stairs, ladders/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling grease/oils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust/dirt/hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to chemicals and/or detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stress - Difficult customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to hot/cold temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AGREEMENT:

I accept and agree to the duties in this Position Description.

I understand that this Position Description is to be read in conjunction with Council's Enterprise Agreement and General Terms and Conditions of Employment, and I agree to abide by the terms and conditions of employment stipulated therein.

Name:

Signature:

Date: