

Position Description

Position Title:	Procurement and Contracts Officer
Classification:	Band 5
Business Unit:	Procurement and Contracts
Reports to:	Manager Procurement and Contracts
Status:	Full Time
Approved by:	Chief Financial Officer
Reviewed:	April 2023

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

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2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing
- Customer and Corporate Affairs
- Planning and Place
- Sustainability, Assets and Leisure

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

To provide administration support to the procurement business unit, ensuring that various functions and tasks are performed efficiently, and objectives are met. This includes assisting internal customers with procurement support, purchasing system inquiries, and contract insurance updated.

4. Working Relationships

Reports to: Procurement & Contracts Manger

Position deals with: Various Council Officers across Council Departments and external

Suppliers/Contractors/Providers

Direct Reports: N/A

5. Key Responsibilities

- Provide administrative support the Procurement Business Unit.
- Responsible for the administration of Council contract insurances.
- Provide administration in the quotation process and support internal staff when required.
- Coordinate and conduct procurement training for staff in the quotation processes and assist with training for other purchasing processes.
- Maintain the Procurement and Contracts internal website page for the Procurement Business Unit.
- Provide accurate and efficient support and administration.
- Accurate record keeping and electronic filing of all purchasing/quote/tendering and contract related documentation.
- Ability to provide purchasing and tendering system assistance.
- Provide support to staff on the Procurement Policy, procedures and guidelines.
- Assist in the continual review of procurement activities within Council to ensure effective outcomes.
- Assist in the maintenance and updating of procurement procedures, processes and guidelines.
- Provide support for administration of new vendors.
- Provide back-up support for the Procurement and Fleet Officer role.
- Provide support for internal staff with pool cars and key box system assistance where required.
- Maintain and ensure that appropriate records are kept up-to-date and meet audit requirements.
- Ability to disseminate clear and accurate information relating to expenditure when required for reports and advice.

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- Provide accurate reports and prepare correspondence in a clear and concise manner to internal staff / Council Officers and external suppliers; and
- Provide on-going support to the Procurement & Contracts Manager

5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Procurement and Contracts Officer:

- Liaise directly with staff to comply with, including reference to Council's Procurement Policy and Procedures, Council's Tendering, Contract Management and Quotation procedures and guidelines, the Local Government Act and any other legislative requirements within the role;
- Responsible for prioritisation and managing workloads for meeting tasks within agreed timeframes;
- This position is authorised to initiate actions or decisions necessary to carry out the defined functions but within the direction of the Procurement & Contracts Manager and following Council guidelines, procedures and Policies;
- Authority to make decisions in relation to established Policy and procedures in the absence of the Procurement & Contracts Manager or Senior Procurement Business Partner; and
- Authority to allocate pool vehicles as required ensuring business continuity throughout the organisation when acting as back-up for the Procurement and Fleet Officer.

5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Procurement and Contracts Officer:

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- The ability to use initiative and make decisions to resolve issues and queries.
- Ability to provide solutions relating to day-to-day operations and procedures encountered require proactive in thinking through possible options and solutions prior to seeking advice.
- Ability to provide purchasing & tendering system assistance that will require sound knowledge.
- Demonstrate initiative working within given guidelines, policies, procedures and legislation.
- Guidance may be available within the timeframe to make a decision.

5.4 Management Skills

The following describes managerial skills required by the Procurement and Contracts Officer:

- Manage tasks assigned within set timeframes and adherence to Council Policies, guidelines, procedures, and legislative requirements.
- Ability to set appropriate priorities, despite competing demands with minimum supervision; and
- Ensure business continuity in all day-to-day procurement matters across the organisation.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Procurement and Contracts Officer:

- Sound communication skills, both verbal and written, with the ability to deal with producing monthly and ad-hoc reports and queries in the procurement/fleet field.
- Ability to be flexible and proactive in the delivery of services.
- Integrity and ability to maintain confidentiality.
- Ability to work as part of a team, and to obtain cooperation from others to achieve objectives; and
- To develop and maintain positive relationships with internal customers and other stakeholders, and to establish effective liaison with the various Council Departments and external suppliers.

5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Procurement and Contracts Officer:

- An understanding of the section of the Local Government Act that are applicable to procurement.
- An understanding of Council's Procurement Policy and procedures.
- Proficient in providing support and administration services.
- Sound knowledge in the use of Council's Financial Purchasing systems.
- Strong conceptual, verbal and written communication and presentation skills.
- Strong customer service skills to liaise with all stakeholders.
- Sound knowledge of all relevant purchasing and tendering software solutions, and
- Sound level of understanding in system administration/maintenance.

5.7 Qualifications and Experience:

- Tertiary qualification in a related field or less formal qualifications with relevant procurement experience.
- Proficiency in software applications.
- Demonstrate some system administrator/maintenance experience.
- Ability to work without supervision.
- Demonstrated ability to prioritise workloads; and

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- Ability to interpret Policies and procedures and be able to disseminate accurate and clear advice to achieve compliance to those Policies and Procedures.

6. Performance Review

The Procurement and Contracts Officer will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Procurement and Contracts Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Tertiary qualification in a related field or less formal qualifications with relevant procurement experience.
- Proven relevant experience in providing support and administration.
- Experience in a procurement environment.
- Strong personal communication skills to liaise appropriately with staff and supplies; and
- Experience in system administration, in either a finance or procurement system.

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.