

Position Description

Position Title:	Procurement Training Officer
Position Number:	FPS224
Department:	Financial and Project Services
Reports To:	Team Leader Procurement
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

Financial and Project Services

The Financial and Project Services department provides a range of corporate support functions that assist with the operation of all areas of Council. These functions include the processing and payment of approximately 60,000 supplier invoices per year, the processing of the fortnightly payroll for Council's 1,700+ workforce, the provision of strategic advice and training on procurement matters, and the levying and collection of approximately \$326 million in rates and utility charges each year. The Financial and Project Services department is committed to providing a high level of service to other Council departments and the community.

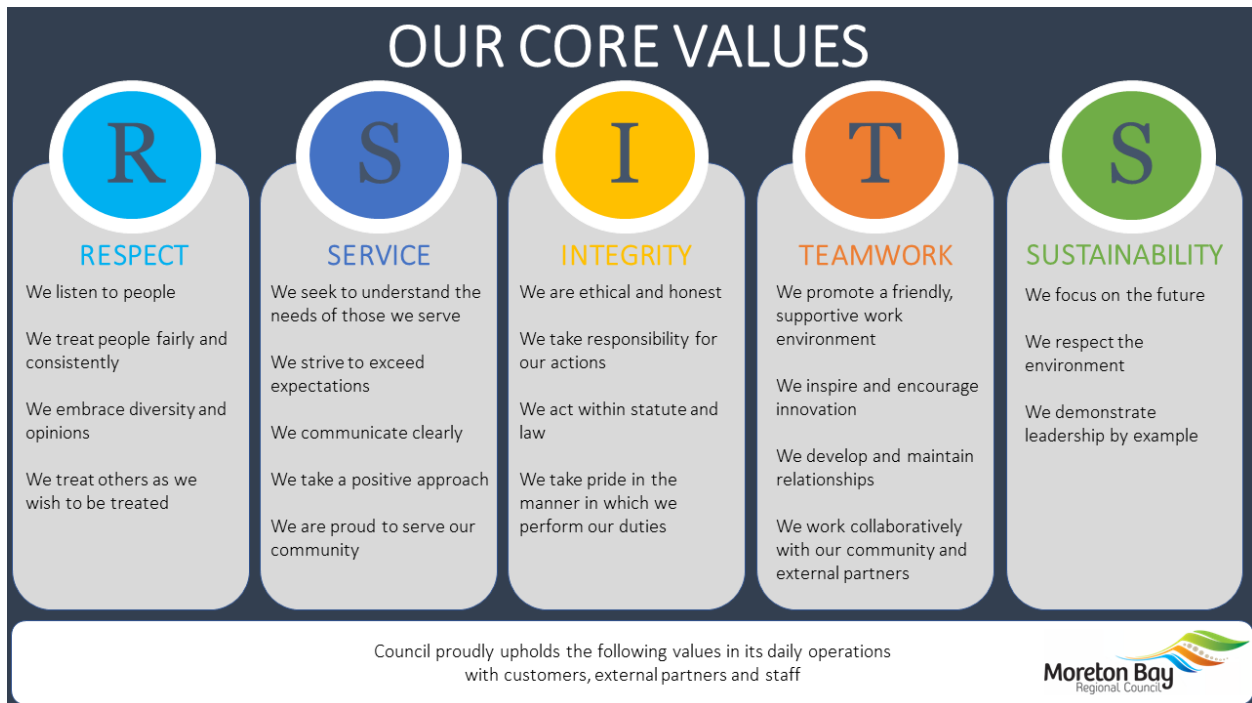
Position Purpose

Responsible for the development and delivery of a Moreton Bay Regional Council procurement training program, to be implemented across all divisions of Council.

Specific Accountabilities

Description
Organising and Operating
Lead the development of the Procurement training program for stakeholders procuring goods, services and works.
Follow established methods and practices for blended learning program development and delivery, using innovation and best practice to meet Councils training requirements, from within the Procurement team.
Create content for all learning programs that is intuitive, creative, informative, accurate, and consistent, to ensure the instructional integrity of learning programs through system design and clear writing of content, scripts, narratives, and storyboards.
Deliver training programs within the approved training schedule and ensure that the training deliverables meet the expectations of the department and Council.
Define success measurements, track and report on learner success. Use data to identify and drive improvements as well as solicit feedback to identify themes and deliver improvements.
Workforce Capability
Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites relevant to your team are well understood by staff.
Develop and maintain a work environment that encourages participation, teamwork, innovation and communicating regularly with the teams and building commitment to service performance improvement.


Quality and Compliance
Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department.
Community Development and Stakeholder Relations
Consult with software partners, stakeholders and sponsors to ensure the learning is actively supported by offering varied adult learning formats and training options for staff.
Contribute to industry and community consultation on services, enhancements and issues of concern.



OUR CORE VALUES

<p>R</p> <p>RESPECT</p> <ul style="list-style-type: none"> We listen to people We treat people fairly and consistently We embrace diversity and opinions We treat others as we wish to be treated 	<p>S</p> <p>SERVICE</p> <ul style="list-style-type: none"> We seek to understand the needs of those we serve We strive to exceed expectations We communicate clearly We take a positive approach We are proud to serve our community 	<p>I</p> <p>INTEGRITY</p> <ul style="list-style-type: none"> We are ethical and honest We take responsibility for our actions We act within statute and law We take pride in the manner in which we perform our duties 	<p>T</p> <p>TEAMWORK</p> <ul style="list-style-type: none"> We promote a friendly, supportive work environment We inspire and encourage innovation We develop and maintain relationships We work collaboratively with our community and external partners 	<p>S</p> <p>SUSTAINABILITY</p> <ul style="list-style-type: none"> We focus on the future We respect the environment We demonstrate leadership by example
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Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil
Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and as directed and published in Council's *Delegations Register*

Knowledge, Experience, Qualifications and Attributes

- Certificate IV in Training and Assessment (TAE40116) Learning and Development or related field with a minimum of five (5) years' experience delivering training in an adult learning environment.
- Demonstrated relevant experience in creating and delivering front-line training programs.
- Knowledge and experience with sourcing and contract management practices, with a focus of procurement activities within a large organisational environment.

- Expert in the development of tools, resources and training options.
- Exceptional ability to present complex information in an adult learning environment across all levels of the organisation.
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- Exceptional people, collaboration and relationship skills with demonstrated ability to work in a team environment, that communicates effectively, contributing to a positive work environment with a strong focus on customer service.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____