

Role Description



Position Title Procurement Training Officer

Position Number FPS224

Purpose of Role

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

Specific Responsibilities

Follow established methods and practices for blended learning program development and delivery, using innovation and best practice to meet Council's training requirements, from within the Procurement team.

Lead the development of the Procurement training program for stakeholders procuring goods, services and works.

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.

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.

Work Experiences and Skills – essential

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.

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.

Academic, Trade Qualifications and other Licences – essential

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.

Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

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.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<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	<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	<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	<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 collectively to achieve common goals▪ We work collaboratively with our community and external partners	<ul style="list-style-type: none">▪ We focus on the future▪ We respect the environment▪ We demonstrate leadership by example