

Procurement Officer

Position Description

Directorate	Finance and Corporate Services	Department	Procurement
Reports To	Procurement Lead	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 4

Position Purpose

This position will develop and implement best practice procurement plans and provide specialist support and advice to Council stakeholders to deliver effective, consistent and cost-efficient procurement of goods and services in accordance with corporate procurement policies, strategies and frameworks.

Key Responsibilities and Outcomes

As a Procurement Officer you will:

- Collaborate with and when needed lead the ongoing review and improvement of the corporate procurement function by developing and implementing best practice procurement plans, frameworks, systems and processes.
- Provide specialist procurement advice and support to Council stakeholders to improve outcomes and ensure compliance with relevant legislation, corporate procurement policies, strategies and frameworks including interpreting policy and procedures and applying to complex matters, developing procurement plans, developing go to market documentation, evaluation, negotiations and award activities.
- Partner with key stakeholders for the procurement of high volume / high frequency goods or services through the establishment and management of organisational Preferred Supplier Arrangements or Registers of Pre-Qualified Suppliers.
- Contribute to the development of procurement related services, processes, systems and initiatives and share information and knowledge including the development and delivery of training programs for Council stakeholders.
- Provide specialist support for the creation, update, and advice for all council contracts to ensure they align with and legislative requirements and corporate policies.
- Deal with highly sensitive information, following strict processes regarding the creation, maintenance, and updates to external supplier Accounts, including payments and insurances to ensure the high integrity of the MBRC Supplier Masterfile.
- Collaborate proactively and effectively with internal and external stakeholders to build the MBRC brand and to achieve a high performance, continuous improvement and customer focused culture.
- Build effective relationships with key stakeholders to inspire confidence and trust including ongoing mentoring in Council's procurement processes.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Sound knowledge and experience providing procurement advice in a local government environment or similar.
- Proficiency with Microsoft Office suite of programs and a demonstrated ability to achieve proficiency with other corporate ERP systems.
- Demonstrated ability to develop and implement procurement best practice plans and supporting collateral.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Qualifications

- Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.