

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Procurement Training and Capability Specialist

Division	Finance and Corporate Services	Department	Financial and Project Services
Reports To	Team Leader Procurement Title TBC	Direct Reports	No

Position Purpose

This position will be responsible for the development and delivery of Moreton Bay Regional Council procurement training program, to be implemented across all divisions of Council. The Procurement Training & Capability Specialist holds responsibility for supporting the diverse learning requirements and ensuring compliant training programs are delivered within MBRC in addition to capability workforce planning activities. This includes induction training, annual recurrence training, changes in operational procedures or systems and the introduction of new learning for operational and commercial initiatives.

Key Responsibilities and Outcomes

Operational

As a Procurement Training and Capability Specialist, you will:

- Lead the development and delivery of capability programs for stakeholders procuring goods, services and works, using innovative and best practice blended learning methodologies through the delivery of Council-wide Procurement training programs; developing and building procurement capability; workforce planning and assessment and analysis.
- Create 'learner-centric' training programs that are 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.
- Manage software partners, stakeholders and sponsors to ensure the learning is actively supported by offering varied adult learning formats and training options for staff.
- Lead, initiate and manage quality assurance practices for all learning content, standard operation procedure manuals (SOP's) and work instructions.
- Collaborate proactively and effectively with internal and external stakeholders to build the MBRC brand and effectively co-ordinate and deliver industry engagement activities.
- 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.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - Nil

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



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Knowledge & Experience

- Strong knowledge and proven experience in creating and delivering front-line capability practices including training programs and workforce planning.
- Proven experience in the development of capability tools, resources and training options.
- Exceptional ability to present complex information in an adult learning environment across all levels of the organisation.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels with a strong focus on customer service.
- Sound knowledge of procurement activities within a large organisational environment.

Qualifications

- Certificate IV in Training and Assessment (TAE40116) Learning and Development or related field and substantial experience in a similar role.
- Current C Class Drivers Licence.

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.