

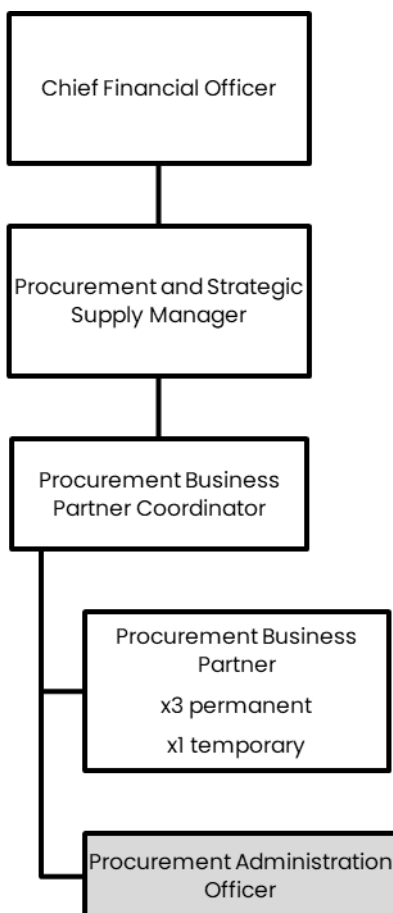
Position Description

Position Title:	Procurement Administration Officer
Grade:	Grade D
Department:	Financial Services
Date:	August 2024

Position Purpose

Provide administrative support to the Procurement team in the management of the procurement activities within Council. Provide superior customer service to all internal and external customers, whilst ensuring compliance with all policies, procedures, and legislative/legal requirements.

Department Structure



Key Result Areas

1. Procurement Activities

- Provide basic procurement advice on legal/legislative requirements and council procedures and policies.
- Understand and be able to provide basic advice on procurement approaches to market and contract opportunities.
- Work collaboratively with the procurement team and stakeholders to assist with the preparation of procurement documentation and final contracts.
- Administration of the tender through the systems and processes employed by Council.
- Liaise with external and internal customers throughout the procurement process.
- Maintain procurement sourcing requests, registers and tracking tools.
- Assist in the maintenance of tender documentation and record keeping, in-line with policies procedures and legislative/ legal requirements.
- Coordinate and ensure all procurement workflows and process maps and relevant in council systems.

2. Systems Maintenance

- Manage and coordinate the procurement communication systems such as email inbox, CRM database and procurement systems.
- Perform procurement reporting including regular distribution reports.
- Maintain and ensure procurement and contracts data is accurate and relevant in all systems.
- Manage the access for purchasing users in all relevant systems and purchasing channels.
- Assist with the maintenance of contract pricing and preferred suppliers in the current financial system.

3. Supplier Management

- Manage the Supplier onboarding process including bank detail validation through relevant systems and databases.
- Manage purchases made under key Procurement owned contracts.
- Manage Supplier database records in all relevant systems.

4. Procurement and Contract Knowledge Development.

- Keep up to date on procurement policies, procedures, and legislation.
- Participate in training and development opportunities where appropriate.
- Develop knowledge on contract and market sourcing opportunities.

5. Customer Service

- Provide advice, support, and training to all business units on procurement and supply systems.
- Provide high quality and effective service to Council customers, internal and external.
- Provide customer service that is in line with Council's customer promise.
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs.
- Present a positive image of Council.
- Provide administrative and stores task assistance as required.

Key Result Areas

6. Corporate Governance and Effective Work Practices

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices, and standards.
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Accept and contribute to workplace change.
- Undertake workplace tasks as directed.
- Work cooperatively with others and use positive communication techniques.
- Resolve workplace conflict in line with council policy.
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies, and State Records Legislation

7. Work Health and Safety (WHS)

- Attend training as required.
- Perform work in accordance with WHS policies and procedures.
- Participate in consultative processes for the management of WHS.
- Assist with the monitoring of Contractors and Suppliers for WHS compliance.

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Extensive experience in an administration-based role with demonstrated proficiency in Microsoft Office applications.
- Demonstrated experience working within a fast-paced administrative role utilising outstanding time management and personal organisational skills.
- Demonstrated passion for excellence in customer service with strong written and oral communication skills.
- Demonstrated strong attention to detail and sense of professional responsibility.
- Demonstrated commitment to corporate values of Penrith City Council

Desirable

- Demonstrated experience in a medium to large organisation in either contract administration, supply chain logistics, project management, purchasing and or procurement.
- Experience in using VendorPanel, Apet360 and Finance 1 software.