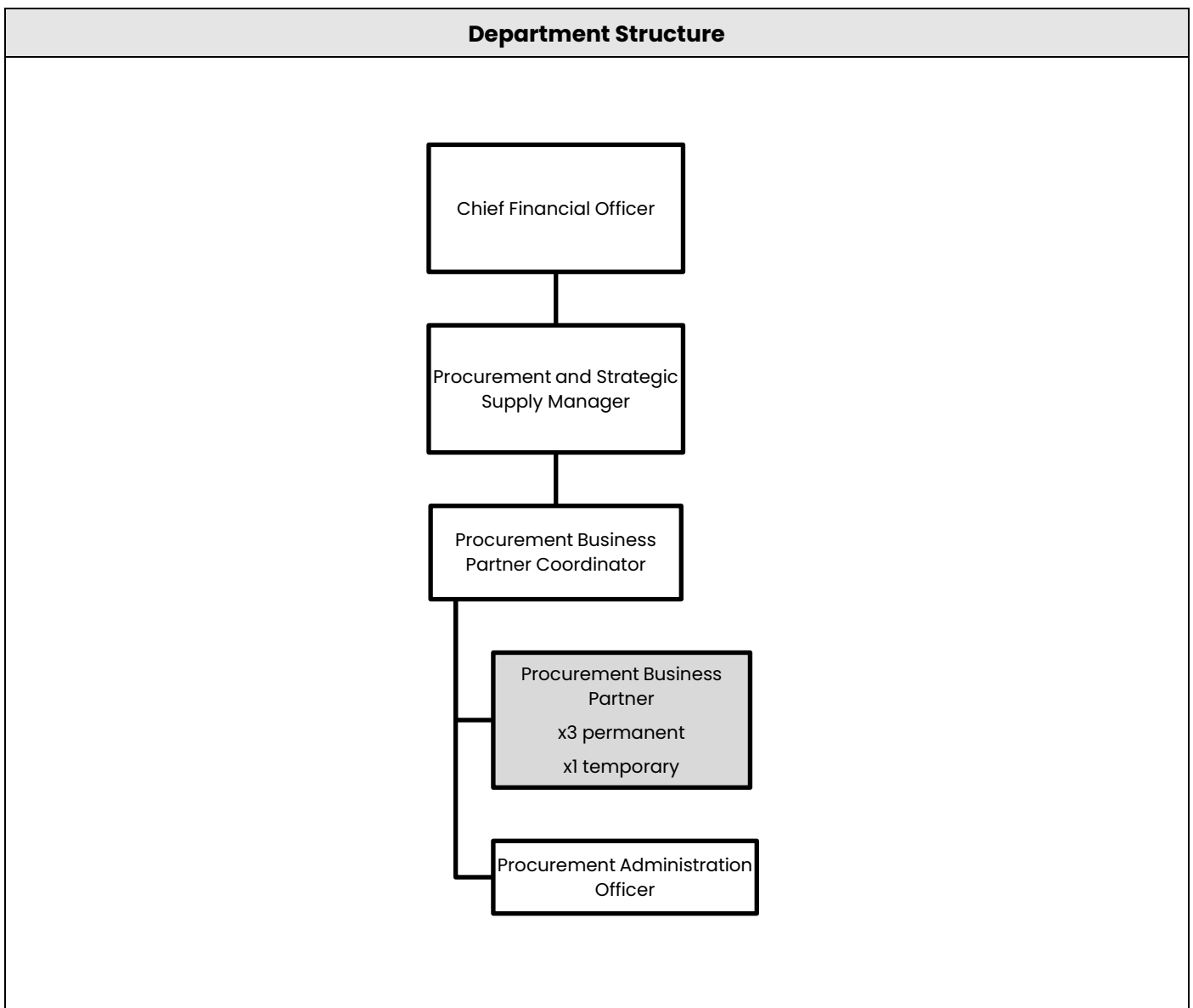


Position Description

Position Title:	Procurement Business Partner
Grade:	H
Department:	Financial Services
Date:	September 2024

Position Purpose
To provide procurement and contract management advice and support to stakeholders across Council ensuring governance and probity to all processes. Including the management of the tendering and quotations process in line with procedures and policies. Provide superior customer service to internal and external customers and ensure compliance with all policies, procedures, and legislative/ legal requirements.



Key Result Areas

1. Procurement Planning

- Recognise and identify the most effective procurement go to market process.
- Clarify and determine contract/agreement requirements.
- Provide advice and guidance to internal customers on Procurement processes and determine stakeholder procurement needs.
- Seek and provide specialist advice where required.
- Work with a variety of stakeholders ensuring compliance with all policies, procedures, and legislative/ legal requirements.
- Identify and escalate procurement risks and assist in risk mitigation measures.

2. Procurement Sourcing

- Analysing and identify strategic sourcing opportunities.
- Proficiently prepare procurement documentation including those such as Request for Quotes and Request for Tenders, Expressions of Interest, and final contracts.
- Identify the extent and nature of goods or services to be contracted and different market approaches.
- Conduct specification review and specification development.
- Develop and prepare evaluation plans including price and non- price criteria.
- Administration of the tender through the Tender systems and processes employed by Council.
- Liaise with external and internal customers throughout the procurement process.
- Facilitate procurement meetings with a variety of stakeholders from different levels and organisations such as inception, supplier, and evaluation meetings.
- Undertake value for money calculations and identify risks and issues with submissions.
- Assist in the preparation of recommendations and reports to Council.
- Provide probity services and identify risks through the procurement process and escalate where required.
- Maintain tender documentation and record keeping in line with policies procedures and legislative/ legal requirements.

3. Contract Management

- Provide contract management advice and assistance.
- Assist in developing and implementing contract management plans.
- Perform supplier analysis when required.
- Perform procurement reporting as required and ad hoc analyses as required.
- Maintain current contract pricing and preferred suppliers in line with Penrith City Council procurement systems.
- Maintain Procurement registers and reports as required.
- Assist departments to administer and manage their contracts including updating pricing, and ensuring all contract milestones are achieved.
- Assist in the management of non-conformance or supplier issues with council departments.
- Assist departments in completing supplier performance analysis as per procedures.

Key Result Areas

4. Procurement and Contract Knowledge Development

- Understand and continue to develop knowledge in contract law.
- Keep up to date on procurement policies, procedures, and legislation.
- Understand and continue to develop market knowledge in all key categories.
- Research and develop alternative procurement strategies where appropriate.
- Assist in implementing improved procurement and supply strategies.
- Participate in training and development opportunities where appropriate.

5. Customer Service and Support

- 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 Councils customer promise.
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs.
- Present a positive image of Council.

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.
- Monitor Contractors and Suppliers for WHS compliance.

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Completed a tertiary qualification in Supply Chain, Procurement, or related field (i.e. Certificate, Diploma, Degree) and/or relevant industry experience.
- Demonstrated experience in a medium to large organisation in either contract administration, supply chain logistics, project management, purchasing and or procurement.
- Demonstrated experience working within a fast-paced environment 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.
- Proficiency in Microsoft Office applications and financial management systems, such as SAP or Finance 1.
- Sound problem solving and negotiation skills.
- Demonstrated commitment to corporate values of Penrith City Council

Desirable

- Knowledge of contract law.
- Excel analytical skills.
- Current Class C Driver's Licences