

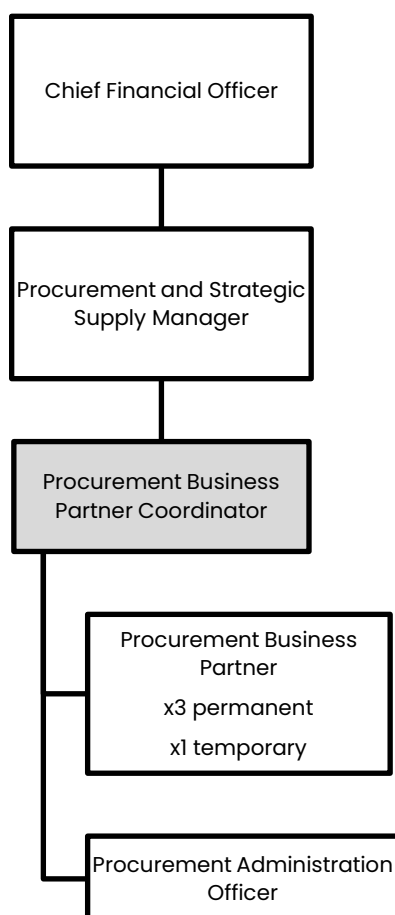
Position Description

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

Position Purpose

Lead the Procurement team 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.

Department Structure



Key Result Areas

1. Staff Management

- Lead and direct Procurement staff to ensure efficient running of the Procurement department.
- Coordinate staff leave and absences in line with councils' policies and procedures.
- Support the training and development of staff.
- Peer review staff procurement request documents and provide support when required.
- Support the organisation in strategic supply initiatives.
- Lead process improvement and change management within the procurement team.

2. 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.

3. Procurement Sourcing

- Lead the strategic sourcing on all of Council contracts.
- 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.

Key Result Areas

4. Contract Management

- Perform the management of Procurement owned contracts as per legislation, procurement policies and procedures.
- 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.

5. 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.
- Have in depth knowledge and continue to develop knowledge on contract and market sourcing opportunities

6. 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.

7. 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

Key Result Areas

8. 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 Logistics, 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

- Demonstrated experience in supervisory roles or leading a team.
- Knowledge of contract law.
- Excel analytical skills.
- Current Class C Driver's Licences

PENRITH CITY COUNCIL CAPABILITY FRAMEWORK

Our Capability Framework provides a set of 25 capabilities, expressed as behaviours, which set out clear expectations about performance and articulates what 'good' looks like in our organisation. The capabilities are grouped into 5 clusters: 'Leading Best Self,' 'Leading Human Connection,' 'Leading Optimal Results,' 'Leading People Authentically' and 'Leading Strategic Direction.' The capabilities act like building blocks and increase in complexity from the bottom to the top, as well as from left to right, across the framework. The capabilities are shaded according to the expectation for the role, being 'Core', 'Growth', 'Assumed' or 'Not in Scope' capabilities. The cumulative nature of the capabilities under each cluster, means an employee should be able to demonstrate the behaviours required of each capability, up to and including the capability deemed 'Core' for their role. *Please note Capability Mapping is subject to change and will be reevaluated from time to time. As such, you will be notified appropriately of any changes in the future and issued with the relevant updated Capability Mapping. Employees refer to the [Capability Framework Guide](#) for the list of behavioural descriptors.*

PROCUREMENT BUSINESS PARTNER COORDINATOR CAPABILITY MAPPING

LEADING BEST SELF	LEADING HUMAN CONNECTION	LEADING OPTIMAL RESULTS	LEADING PEOPLE AUTHENTICALLY	LEADING STRATEGIC DIRECTION
INNOVATING Creative thinker that finds and implements new ways of doing things	INFLUENCING Can think on their feet and persuade a group of individuals towards their ideas and thinking	LEADING PROJECTS AND CHANGE Leads projects and change initiatives, demonstrating the 'art' and 'science' of project and change management	LEADING ORGANISATIONAL CULTURE Emanates inspirational and authentic leadership, walking the talk, creating a culture of trust and leading through ambiguity	CREATING ORGANISATIONAL VISION AND STRATEGY Creates a compelling vision and strategy to meet the needs of the community both now and into the future
EMBRACING CHANGE Open to change, takes on a positive outlook and adapts well to new ways of doing things	FACILITATING DISCUSSION Confident in presenting ideas to a group, facilitating discussion and managing group dynamics	WORKING COLLABORATIVELY Actively networks, builds relationships and works with others cross-functionally and/or with a broad range of stakeholders, to drive stronger results	FOSTERING TEAM EFFECTIVENESS Builds a supportive and collaborative team environment, fosters team spirit and trust	DEMONSTRATING BUSINESS ACUMEN AND PLANNING Understands business principles and financial implications and uses this to optimise business performance and inform strategic planning
MAINTAINING COMPOSURE Stays calm under pressure and practices self-care to manage stress	DELIVERING THE 'CUSTOMER PROMISE' Dedicated to serving the customer needs, both internal and external, and other stakeholders	CONTINUOUSLY IMPROVING Committed to improving the quality, efficiency and effectiveness of work processes and projects	LEADING WITH COURAGE Confident in having difficult conversations and is able to provide constructive feedback whilst maintaining the relationship	DECISION MAKING Makes decisions which are strategic and likely to have long-term impacts
DEVELOPING SELF Committed to self-improvement, welcomes feedback, seeks learning opportunities and is self-aware	WORKING TOGETHER Team player who helps and cooperates with others	PROBLEM SOLVING Uses sound judgement and logic to solve day-to-day problems	LEADING A TEAM Leads a team to perform by delegating effectively, setting clear expectations and providing feedback on performance and behaviour	MANAGING RESOURCES Effectively manages budgets, time, costs and other resources
TAKING ACCOUNTABILITY Reliably contributes, follows policies and procedures, upholds organisational values and keeps promises	COMMUNICATING Effective communicator (verbal and written) including the use of appropriate body language	PLANNING AND ORGANISING Prioritises tasks and works in an organised way to get things done effectively	MENTORING OTHERS Mentors others to help them learn and develop	ANALYSING AND INTERPRETING Uses analytical thinking to critically evaluate information and data in order to provide meaningful insights

KEY:

ASSUMED CAPABILITY

CORE CAPABILITY

GROWTH CAPABILITY

NOT IN SCOPE