Position Description

MITCHELL SHIRE COUNCIL

Procurement Support Officer

28 October 2026

Position Number
500553

Directorate
Organisational Performance

Department
Governance and Risk

Reports to
Procurement Coordinator

Classification
Band 5

Employment Status
Permanent

Location
Broadford
Onsite and flexible arrangement.
Employees may be directed to move either permanently or for temporary periods to other locations within the Shire due to operational requirements.

About the role

This role is responsible for assisting the Procurement Coordinator to facilitate Council's procurement processes and provide advice and assistance to internal and external stakeholders.

Key responsibility areas

- Assist/implement and maintain procurement strategies, plans, policies, procedure and systems that support effective and efficient Council service delivery
- Assist with the development, implementation and monitoring of Council's procurement systems and processes, ensuring that all Council purchasing activities meet legislative, regulatory and policy requirements
- Maintain Councils Contract Register and ensure that all Contracts are up to date with relevant insurances and bank guarantees
- Ensure that contract management meetings are being conducted on a regular basis across Council in line with the Procurement Policy
- Investigate, implement, monitor and report on the implementation of arrangements to deliver cost savings to Council
- Provide assistance and advice on procurement matters to Council staff as required.
- Assist in identifying and developing tender specifications based on aggregate spend risk
- Assist in Council tenders as required

- Assist with preparation of reports to the ELT and Audit and Risk Committee on compliance with the procurement framework

Other Duties

- Responsibilities and duties included in this position description are subject to the multi- skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

About you

Key Selection Criteria

1. Demonstrated knowledge and experience in managing purchasing/procurement in a similar sized organisation or administration experience in a project environment
2. Well-developed computer skills including a sound knowledge of Office 365, MS Excel, and records management systems
3. Demonstrated ability to manage time, priorities and plan workload to complete work in accordance with deadlines
4. Excellent interpersonal and communication skills both written and verbal
5. High level of customer service, including the ability to respond efficiently to customer requests
6. Ability to work cooperatively with other areas of the organisation to achieve agreed outcomes

Pre-employment check

- ☒ National Police Check
- ☒ Valid Victorian driver's license
- ☒ Working with Children Check
- ☐ Pre-employment Medical

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:

Trusted Engaged Innovative

Structure

Mitchell Shire Council consists of the following three Directorates:

- Partnerships, Economy and Communities
- Environment, Growth and Infrastructure
- Organisational Performance

Our Commitment to Diversity, Inclusion and Safety

Mitchell Shire Council is an equal opportunity employer committed to an inclusive and accessible workplace that values diversity and upholds the highest standards of integrity and responsibility. We actively welcome and encourage applications from individuals of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, and people with disabilities.

We are committed to ensuring all children and young people reach their full potential We have zero tolerance for all forms of abuse and neglect towards children and young people. We will work actively to provide a safe environment in all our programs and services. We will ensure that any incidents of suspected child abuse will be acted upon appropriately and in accordance with our policy and legal obligations.

These commitments align with and support the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic), the Gender Equality Act 2020 and the Commission for Children and Young People Child Safe Standards, ensuring our compliance with human rights, gender equality and child safety.

Position requirements

Accountability and Extent of Authority

- Establish and rationalise key supplier arrangements and contracts, identify new arrangements and contracts, seek ways to improve efficiencies and ensure purchasing compliance
- Ensure that arrangements with suppliers are transparent
- Monitor the level of open purchase orders on the system
- Maintain Council's Contract Register and ensure contract management requirements are met.
- Work with relevant Finance staff members and the Procurement Coordinator in relation to purchasing compliance
- Assist with the reviewing of procurement, purchasing and tendering processes and practices, to ensure that Council obtains the best value for expenditure on goods, services and complies with legislation and statutory requirements
- Assist in the creation and ongoing performance measures to drive improved purchasing operations
- Communicate to the organisation the benefits gained in improved purchasing systems and processes
- Assist in capturing spend data to provide measurable savings to Council
- Use Council's authorised recordkeeping system to create and receive documents including emails, in accordance with Council's Records Management Policy and Procurement Policy
- Perform other purchasing and procurement related tasks and undertake other projects as directed by the Procurement Coordinator
- Drive development of procedures and training programs for existing and new staff
- Investigate, monitor and report on the purchase arrangements to deliver cost savings to Council

Judgement and Decision Making

- Be required to exercise judgement and problem-solving techniques, guidance and advice would be offered within the time required to make a decision
- As the work is specialised, outcomes will be achieved by using technical principles learned and previous work experience gained
- Establish strong networks in local government and private sector procurement and purchasing
- Be a self-starter and assist the work program in a proactive way

Specialist Skills and Knowledge

- A sound knowledge of procurement best practice systems, processes, and techniques
- Experience in Local Government practices is desirable
- Analytical skills to assess compliance to procurement policy and procedures
- Sound experience in purchasing practice and policy development
- Good working knowledge in the use of spreadsheets, databases and work processing software
- A broad understanding of the Local Government environment, including an understanding of the various Acts, Regulations, Standards and Codes of Practice that can affect Council works and private works that come under Council's jurisdiction (Desirable)

Management Skills

- The ability to plan and organise own work so as to achieve specific objectives in the most efficient way possible, within the resources available within a set timeline
- The ability to communicate new and changed processes across Council, including the ability to promote the benefits of a rigorous procurement and purchasing process
- Good communication skills
- The ability to adapt to new and updated work practices quickly and efficiently

Interpersonal Skills

- The ability to foster relationships in all dealings through both verbal and written communication and presenting ideas in an organised manner
- The ability to gain co-operation and assistance from other staff and people with whom the person interacts
- The ability to listen, discuss and resolve problems
- Proven ability to provide good customer service

Qualifications and Experience

Essential

- Relevant post-secondary qualifications such as Certificate IV, Diploma of Business, Diploma of Purchasing, or Diploma of Logistics
- Demonstrated systems experience with purchasing or accounts systems to track, monitor and report on procurement matters

Desirable

- Member of CIPSA or willing to become one at own cost
- Local or State Government experience, or exposure to purchasing in a publicly funded environment
- Experience with drafting of tenders and contracts