

# Position Description

<b>Position Title:</b>	<b>Procurement Specialist</b>
<b>Classification:</b>	<b>Band 6</b>
<b>Business Unit:</b>	<b>Procurement &amp; Contracts</b>
<b>Reports to:</b>	<b>Procurement &amp; Contracts Manager</b>
<b>Status:</b>	<b>Full Time</b>
<b>Approved by:</b>	<b>Chief Financial Officer</b>
<b>Reviewed:</b>	<b>January 2023</b>

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

## 2.1 Organisational Structure

Glen Eira City Council's structure comprises five Directorates. These are:

- Community Wellbeing;
- Corporate Services;
- Customer and Community Experience;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost effective services that make a difference to our community.

## 3. Position Purpose and Background

The role of the Procurement Specialist is to coordinate and support Council's procurement processes to staff at various levels and across all departments within the organisation by providing useful, high quality and timely procurement, tendering, contract management and probity advice and assistance.

This includes the development and review of tender, quote, purchasing and contract documentation templates. As well as the provision of assistance, review, advice and support with the development, finalisation and advertising of tender and quote documents, tender evaluation, recommendations and report requirements.

To assist in the development and implementation of continuous improvement procurement activities to ensure that organisational objectives are met.

## 4. Working Relationships

Reports to:	Procurement & Contracts Manager
Position deals with:	Liaise with staff across Council, and external the role may include liaison with Council suppliers/providers/contractors, Government agencies, Authorities, Professional Associations and other Councils.
Direct Reports:	N/A

## 5. Key Responsibilities

### Procurement Services

- Provide procurement, tendering, contract management and probity advice to staff at all levels across the organisation.
- Provide guidance, education, and support on relevant procurement and contract management policies, processes and procedures.
- Drive a culture within the organisation of procurement innovation and compliance continuous improvement.
- Participate in the review of standards, templates, systems, processes, procedures, and policies to ensure that procurement and contract management practices are effective, meet quality and probity standards and comply with the applicable legislative and government policy and guidelines.
- Oversee specific procurement projects under the direction of the Procurement and Contracts Manager.
- Provide advice regarding the establishment and rationalisation of supplier agreements, identify new opportunities and seek ways to improve efficiencies and ensure purchasing compliance.
- Assist with the development of procurement plans for business units to identify opportunities to achieve efficiencies, value for money and Council objectives in the delivery of Council services and works.

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- Administer procurement and contracting activities across the organisation by providing:
  - Advice and support to Council employees on procurement and contract processes;
  - Review and revision of procurement documents prepared by Council staff including RFQ/RFT, specifications, key performance indicators, evaluation reports and other documents as required as part of the tendering process;
  - Record and manage data of tendering and contract related documentation;
  - End-to-end coordination of the tendering function from review of RFQ/RFT documents through the tender evaluation through to contract execution;
  - Participate in tender evaluation process ensuring probity and compliance requirements are adhered to;
  - Negotiation and amendment of standard contract terms and conditions (under supervision);
  - Preparation and complication of contracts;
  - Coordination of contract execution in accordance with Councils policies and procedures.
- Assist in the continual review of procurement activities within Council to ensure effective outcomes.
- Assist in the analysis and interpretation of procurement related activities and work with other teams within the organisation to identify and improve performance across Council.
- Develop and maintain an efficient record filing system, ensuring appropriate records are kept meeting auditing requirements and that records are kept up-to-date.
- Provide accurate reports, prepare correspondence and answer queries in a clear and concise manner to internal staff and external suppliers;
- Provide on-going support to the Procurement & Contracts Manager

## 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Procurement Specialist:

- This position has the ability to provide quality, accurate and timely advice and support in relation to procurement activities.
- Responsible for the prioritisation and managing this positions workload for ensuring that tasks are completed within agreed timeframes.

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- Compliance with administration processes.
- This position is authorised to initiate actions or decisions necessary to carry out the defined functions but within Legislative requirements and Council Guidelines, procedures and policies and with the direction of the Procurement & Contracts Manager.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Procurement Specialist:

- Work procedures exist for regular tasks enabling the incumbent to work on tasks independently, within a team environment.
- Ability to provide solutions relating to day-to-day operations and procedures encountered require proactive in thinking through possible options and solutions prior to seeking advice.
- Respond to stakeholder queries and concerns based on knowledge and experience.
- Demonstrate initiative working within given guidelines, policies, procedures and legislation.
- Guidance and advice to make decision is available from the Procurement and Contracts Manager.

## 5.4 Management Skills

The following describes managerial skills required by the Procurement Specialist:

- Ability to set appropriate priorities with minimum supervision.
- Manage tasks assigned within set timeframes and adherence to Council Policies, Procedures and legislative requirements.
- Ensure business continuity in all day-to-day procurement matters across the organisation.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Procurement Specialist:

- Sound communication skills, both verbal and written, with the ability to effectively communicate with a wide variety of internal and external stakeholders.
- Ability to adapt and work in a change environment.
- To be able to deal with routine monthly and ad-hoc reports and queries in the procurement field.
- Ability to be proactive in the delivery of services.
- Integrity and ability to maintain confidentiality.
- Ability to work as part of a team, to obtain cooperation from others to achieve objectives, to develop and maintain positive relationships with customers and other stakeholders, and to establish effective liaison with the various Council Departments and external suppliers.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Procurement Specialist:

- An understanding of the legislative and policy requirements as they relate to procurement and contracts in a Local Government environment.
- Ability to develop and review documentation to ensure that it complies with Council's policies and procedures.
- Demonstrated experience and understanding in procurement and contracts in order to achieve maximum benefits and to assist with the achievement of Departmental objectives.
- Knowledge of purchasing, tendering and contract management systems and processes.
- Verbal and written communication and presentation skills.
- Demonstrated experience in procurement to be able to provide advice to internal stakeholders.

## 5.7 Qualifications and Experience:

- Tertiary qualification in procurement or a related field.
- Experience in the procurement field, including tendering, and contract management experience.
- Experience in Local or State government experience in procurement or related field.
- Knowledge of Contract and Consumer Law, Trade Practices Legislation and National Competition Policy.

## 6. Performance Review

The Procurement Specialist will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Procurement Specialist may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Tertiary qualification in procurement or a related discipline.
- Demonstrated experience in procurement practices including establishment and management of supplier panels and coordinating tender processes for wide range of goods, services and works (infrastructure maintenance, building and civil construction).
- Understanding of the principles of probity, accountability and compliance in public procurement activities.
- Demonstrated experience in reviewing tender and contract documents including quoting/tendering conditions, specification and contract conditions in addition to possessing a working knowledge of standard forms of contract (e.g. AS4000) and other specialised forms of contract.

## 8. Other Information

- Position is subject to the satisfactory completion and maintenance of Police Records Check
- In line with Victoria Government requirements, this role requires the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations.
- Victorian Drivers Licence is desirable but not mandatory.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.