

Role Description



Position Title Senior Procurement Governance Officer

Position Number FPS208

Purpose of Role

Responsible for managing a wide range of governance requirements relating to procurement and contract management including the dissemination of the Council's risk, policy and compliance frameworks.

Specific Responsibilities

- Assist in the development, review and management of the corporate procurement and contract management policy frameworks, including the coordination of the policy library and document control.
- Provide expert advice and governance support on procurement process, contract development, contract award (sourcing) and contract management to business areas undertaking procurement.
- Develop and apply governance structures relating to procurement and contract management activities, including coordination of governance reviews and providing advice on governance matters as required.
- Assist Council buyers to identify risks related to procurement and contract management activities and assist with the development of strategies to manage risks and foster a risk aware culture.
- Monitor compliance with corporate procurement and contract management policies, procedures and frameworks and provide advice to Council buyers and management where non-compliance is identified.
- Drive a culture of continuous improvement, performance and customer focus within the procurement team on governance related activity.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Demonstrated ability to identify and resolve complex problems.
- Knowledge and experience with sourcing and contract management practices in addition to managing governance frameworks – eg. risk, policy and compliance.
- Exceptional people, collaboration and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Tertiary qualification in business, procurement, contract management or other relevant field.
- Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Senior Procurement Governance Officer

FPS208

Page 1 of 2

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

