



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Senior Procurement Officer			
<b>POSITION NO:</b>		100367	<b>CLASSIFICATION:</b>		Band 6
<b>DIVISION:</b>		Corporate and Financial Services			
<b>BRANCH:</b>		Strategic Procurement			
<b>UNIT:</b>		Procurement			
<b>REPORTS TO:</b>		Coordinator Strategic Procurement			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.*

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*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

The Senior Procurement Officer is responsible for providing efficient and effective procurement support services for Council. This role includes the administration of Council's procurement IT software systems, administration of contract compliance processes, facilitation and participation in tendering processes, provision of advice

and assistance to internal service units on procurement procedures, and provision of support to the Coordinator Strategic Procurement.

## **ORGANISATIONAL CONTEXT**

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the city's physical and social environment and building the population and business base. A major imperative of the organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Strategic Procurement Branch provides guidance, advice and assistance to management and staff in the management, supervision and monitoring of contracts. Contracts of best value are achieved through the application of innovative and strategic approaches to tendering processes and the implementation of best practice programs and electronic software systems.

## **ORGANISATIONAL RELATIONSHIP**

Reports to: Coordinator Strategic Procurement

**Internal Contacts:** All Management and Staff,

**External Contacts:** Contractors and key suppliers, Council's Legal advisors and auditors, Government Departments and Agencies, Local Government Associations

## **KEY RESPONSIBILITY AREAS AND DUTIES**

- Assist in the promotion of sound procurement practices through maintaining compliance to the *Local Government Act* or any amendments to "the Act" and all relevant Council policies and procedures.
- Assist the Manager/Coordinator Strategic Procurement in any development or reviews of policies, manuals, processes, procedures, reports and training in relation to Council's procurement, purchasing and tendering functions.
- Assist in the administration of Council's contract management system, purchasing system and other procurement software solutions including the Procurement Intranet site.
- Provide support, assistance and advice to management and staff on procurement, purchasing, tendering, contract matters and related documents.
- Facilitate or participate in tendering projects including the development of tender documents and contracts, Pre-tender Review Panels and tender evaluation panels.
- Be responsible for the application and maintenance of Probity in all procurement functions.
- Attend external meetings with various Local Government, State Government and other external parties as required.
- Establish and rationalise key supplier arrangements and contracts, identify new arrangements and contracts, seek ways to improve efficiencies and ensure purchasing compliance.
- Identify, develop and review procurement, purchasing and tendering processes and practices, to ensure that Council obtains best value for

expenditure on goods and services and complies with relevant legislation and statutory requirements.

- Undertake reporting and analytical tasks/projects relating to procurement.
- Assist the Manager/Coordinator Strategic Procurement in any other purchasing/procurement functions as necessary.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Under direct supervision of the Coordinator Strategic Procurement this position is responsible and accountable for:

- Prioritising and managing workloads and for meeting tasks within agreed timelines.
- Adherence to Yarra City Council Policies and Procedures, Local Government Act and any other legislative requirements within the role.
- Application of Probity principles in all procurement processes.
- Developing productive and open working relationships with key stakeholders internally across Council and externally with Suppliers and Contractors.
- Ensuring that all customer contact is service focused and enhances ongoing customer relationships.
- Input into policy development in the areas of procurement, purchasing and tendering

## **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child, Wellbeing and Safety Act 2005* and have robust policies and procedures in order to meet this commitment.

## **Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

## **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage

## **JUDGEMENT AND DECISION MAKING**

- Resolve problems and make decisions on all matters which are within the responsibility of the position, providing that these decisions,
- Are within delegated authority.
- Comply with legislative requirements.
- Are consistent with established policy, procedures and recognised standards.
- As guidance and advice may not always be available from within the Organisation, the occupant may need to seek advice from external sources.
- As required, assist in tender evaluation including the making of recommendations.
- Guidance and advice is usually available

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge of tendering, contract law and contractual relationship / arrangements.
- Proficiency or advanced ability to efficiently use MS programs (including MS Project and Excel).
- Knowledge of Risk Management and Occupational Health and Safety in contracts.
- Knowledge of Probity and the ability to ensure that all tendering activities are performed with integrity and in a manner able to withstand close scrutiny.
- Ability to apply knowledge and skills and to take initiative and find innovative solutions to new problems and opportunities as they arise.
- Ability to apply knowledge and skills and to provide advice and guidance to Department Managers and Contract Managers in respect to contractual matters and problems if and when required.
- Understanding of long term unit goals and policies of unit and wider organisation

## **MANAGEMENT SKILLS**

The incumbent will be required to organise their own time and work effectively and efficiently within set timeframes to achieve required outcomes and workloads and to complete tasks in accordance with relevant Council policy, procedures and legislative requirements. The incumbent will also have the:

- Ability to manage tendering and evaluation processes within deadlines.
- Ability to rigorously and methodically review, access and improve Council's tendering and contract administrative and management procedures.
- Ability to work autonomously and without supervision.
- Ability to co-ordinate workload to achieve Position Objectives and responsibilities in an efficient way within available resources and timeframes despite the possibility of conflicting demands or pressure.

## **INTERPERSONAL SKILLS**

The incumbent will be required to have:

- Sound written and verbal communication skills
- Ability to maintain strict confidentiality.
- Ability to provide clear and concise advice to Directors, Department Managers and Contract Managers.

- Ability to work cooperatively and to develop and maintain positive relationships.
- Ability to gain cooperation and assistance from others and exercise the appropriate level of authority according to the circumstances.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems
- Ability to liaise, negotiate and resolve problems with Contractors.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications and some relevant experience or lesser formal qualifications with extensive experience in procurement particularly in the area of Tendering and Contracts.
- Proficiency in software applications (Microsoft products and procurement systems).
- Local government experience is highly regarded but not essential.

## **KEY SELECTION CRITERIA**

1. Demonstrated knowledge and experience in procurement processes and the application of electronic purchasing systems.
2. Proven knowledge and experience in the development of tender, quotations and contract documentation.
3. Experience in spend analysis or other analytical projects
4. Demonstrated Organisational skills to achieve objectives within resources and timeframe requirements, excellent teamwork and time management skills and the ability to undertake tasks without close supervision.
5. Proven sound interpersonal and communication abilities and skills, including ability to liaise and communicate with customers (internally and externally), and other employees.