



Position Description

Non-supervisory Employees

Position Title	Procurement & Contracts Officer
Section	Financial Services Procurement
Division	Corporate Performance
Reports to	Strategic Procurement Manager
Grade	12
Employment Status (FT/PT/Casual/Temp)	FT Permanent

Position purpose

The primary objective of the position is to assist with the coordination of Council's purchasing, tendering, contract management and stores activities and functions, including developing request for quotation and tender documentation and facilitating formal tender evaluation processes. The role will provide oversight to all procurement contracts entered into by Council to ensure supplier compliance and to maximise opportunities within the conditions of contract.

The role will also assist in the implementation of the procurement strategy, including category management responsibilities and analysis such as detailed spend and supplier analysis to identify opportunities for improvement, cost savings and efficiencies through enhanced procurement planning.

The role will ensure best value for money, quality of service, supply and effective supplier management and assistance with the development, management and compliance of related policies, procedures and regulations. The position also provides ongoing training and support to staff, purchasing and purchase order administration and compliance monitoring.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Assist in the development and implementation of Council's procurement and contract management policies and processes to ensure a consistent and standardised approach and to drive improvement and efficiencies in procurement activities and contract management.
- Participate in the development and implementation of the procurement strategy, including the development of tactical and innovative procurement frameworks, to deliver enhanced benefits and value to Council and support operational needs.
- Undertake the research and analysis of market trends and best practice to ensure procurement strategies and approaches are current, align with Council's objectives, governance frameworks are effective, risks identified and insight is gained through analysis of costs, benefits and supply markets.
- Exercise sound procurement knowledge, expertise and experience and apply sound risk management techniques to effectively manage and minimise procurement and contractual risk.



- Document procurement processes, decisions and contractual arrangements to provide an audit trail for audit processes and to maintain the integrity of the information and processes.
- Identify, mitigate and escalate procurement and contractual risks to enable Council to meet its obligations and maximise business opportunity.
- Provide advice and guidance to Council on all aspects of the procurement function and contract management to assist in the delivery of operational outcomes, support policy directions, provide governance and improve the procurement function.
- Facilitate cross-functional procurement teams to successfully deliver procurement plans and achieve optimal outcomes from procurement activities.
- Assist with the operation of Council stores, including undertaking stock takes, providing relief, processing of purchase orders; obtaining and assessing supplier quotations; maintenance of databases and management of online requisitions.
- Assist procurement activities to establish supply arrangement that meet operational needs.
- Administer contracts in accordance with contract management plans, supplier performance management and compliance requirements, monitoring performance and addressing non-performance.
- Participate in contract negotiations in the establishment and the review of supply arrangements to deliver value for money outcomes.
- Contribute to the development and delivery of training regarding to procurement and contract management policies and procedures to develop awareness, understanding and capabilities across Council
- Participate in the development of delivery of strategies that enhance capabilities of suppliers to respond to tenders and generates business opportunities.
- Maintain and update procurement records, generate reports on procurement and contract activity to meet Council compliance requirements and provide access to procurement information.
- Manage the administration and maintenance of purchase orders and commitments and undertake compliance monitoring in accordance with Council's procedures.
- Any other related duties as directed, within the skills and scope of the role. |



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 21/09/2020 **Group Manager** Financial Services

Date 21/09/2020 **Director** Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____