



# Recruitment Selection Criteria

Procurement and Contracts Officer

<b>Position Title</b>	Procurement and Contracts Officer
<b>Section</b>	Financial Services
<b>Division</b>	Corporate Performance
<b>Grade</b>	12

## Essential requirements

1. Experience in purchasing, tendering, contract management and/or accounting.
2. High level of IT literacy, together with substantial computerised purchasing or accounting system experience.
3. Demonstrated knowledge of contemporary procurement practices.
4. Demonstrated ability to analyse data.
5. Sound interpersonal and negotiation skills.
6. Sound understanding of WH&S requirements and regulations.
7. Proficient in use of Microsoft Office software packages, including Excel

## Desirable requirements

- Local Government experience.
- Tertiary qualifications in procurement, accounting or related discipline.
- Experience with Authority Software.
- Experience with Tender process and evaluations.
- Report Writing.

## Our Values

**Communication | Accountability | Professionalism | Integrity | Teamwork**

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.