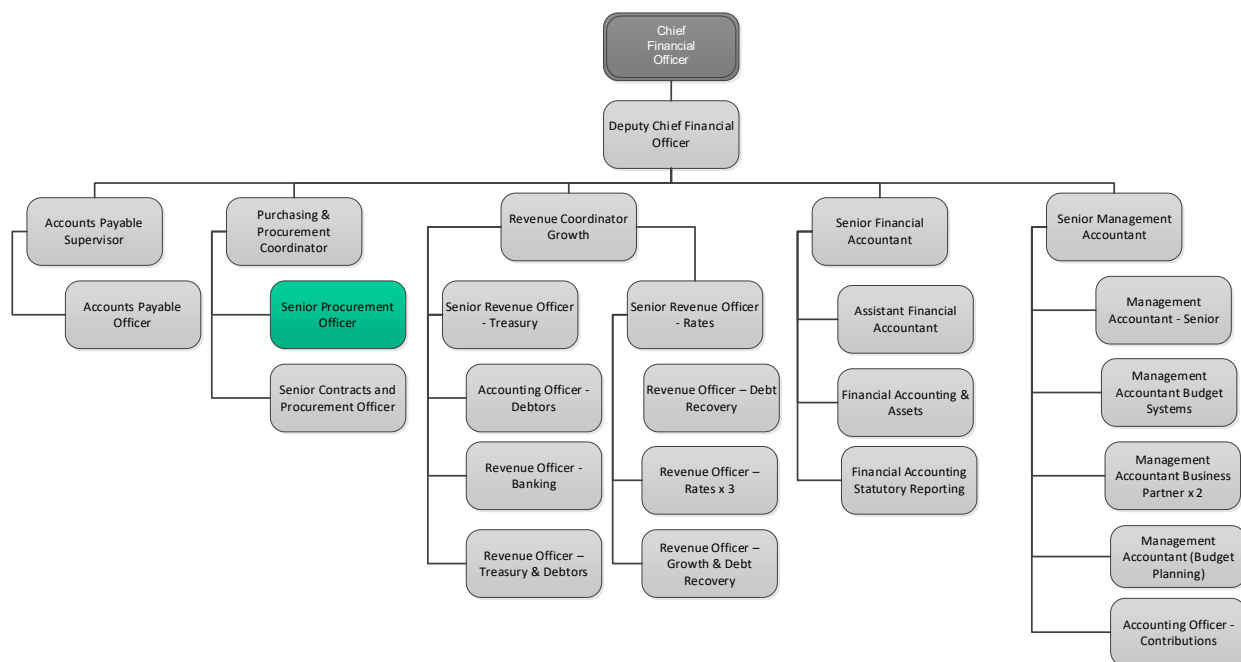


+

## SENIOR PROCUREMENT OFFICER

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Senior Procurement Officer                                                                                                                                                                                       |
| <b>Position Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 21188                                                                                                                                                                                                            |
| <b>Division/Directorate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Growth and Finance                                                                                                                                                                                               |
| <b>Branch</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Financial Services                                                                                                                                                                                               |
| <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14                                                                                                                                                                                                               |
| <b>Band and Level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Band 3 / Level 2                                                                                                                                                                                                 |
| <b>Special Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Special requirements may include: <ul style="list-style-type: none"> <li>• Employment screening including but not limited to, qualification check, employment verification and criminal record check.</li> </ul> |
| <b>Physical and Environmental Demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | There is a requirement for physical, sensory, psychosocial demands.<br>Refer to the TIA for further information                                                                                                  |
| <b>Reports To</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Purchasing and Procurement Coordinator                                                                                                                                                                           |
| <b>Authorities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | As detailed within the Delegation Register as delegated by the General Manager                                                                                                                                   |
| <b>Key Direction/s</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Leading – A successful advocate for our people and places                                                                                                                                                        |
| <b>Position Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                  |
| To work collaboratively within the Purchasing and Procurement team to formally monitor, review and evaluate the purchasing and procurement activities of Council to ensure compliance with the relevant policies and procedures and the relevant terms of agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                  |
| <b>Key Results Area</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                  |
| Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements.<br>Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.<br>Customer Service – Create a customer centric service environment and reward service excellence.<br>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.<br>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.<br>Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.<br>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.<br>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives. |                                                                                                                                                                                                                  |

## Reporting Structure



## Key Duties & Responsibilities

1. Work with the Purchasing and Procurement Coordinator in running Council's procurement systems and procedures to ensure best practice
2. Answering enquiries associated with quotations, tenders and contracts
3. Provide advice, guidance and recommendations to all levels of staff on purchases of goods and services
4. Ensure compliance to Council's Purchasing and Tendering Guidelines in a devolved work environment
5. Review purchase requisitions and ensure compliance with legislative requirements and Councils delegations and policy and procedures
6. Use the Council's authorised recordkeeping system (EDM) to create and receive quotations and emails in accordance with Council's Record Management Plan
7. Assist in facilitation the end to end tender and quotation process
8. Assist the Purchasing and Procurement Coordinator with the continuous improvement and review of Council's Procurement policies and procedures.
9. Contribute in preparing, and to the delivery of, purchasing and procurement training for staff, including in using Council's purchasing and procurement systems.
10. Other relevant duties which may be required by the supervisor or Chief Financial Officer from time to time
11. Develop and maintain constructive working relationships with a range of stakeholders involved in contracting matters in Council
12. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
13. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

## WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

| Risk Management Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <ol style="list-style-type: none"> <li>1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.</li> <li>3. Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> <li>o understand and adhere to the principles of Risk Management within their job role;</li> <li>o assist Managers and Team Leaders in identifying risks and risk treatments in their job role;</li> <li>o provide input into various risk management activities;</li> <li>o report all emerging risks, issues and incidents to their manager or appropriate officer; and</li> <li>o follow Council policies and procedures.</li> </ul> </li> </ol> |                                        |
| Records and Information Management Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |
| <p>All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.</p> <p>Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |
| Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| <ol style="list-style-type: none"> <li>1. Relevant tertiary qualifications and extensive job-related experience in purchasing, tendering, contract management and procurement practices</li> <li>2. High level of IT literacy, together with substantial computerised purchasing or accounting system experience</li> <li>3. Well-developed oral and written communication skills and the ability to effectively negotiate</li> <li>4. Demonstrated problem solving and analytical skills</li> <li>5. Sound understanding of WH&amp;S requirements and regulations as it relates to purchasing and procurement</li> <li>6. Demonstrated ability to apply EEO, WHS and ethical practice principals and to act with probity at all times</li> </ol>                                                                                                                             |                                        |
| Desirable Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| <ol style="list-style-type: none"> <li>1. Demonstrated understanding of the procurement processes within the Public Sector environment</li> <li>2. Experience in the application of the Local Government Act 1993 and Local Government Regulations in relation to Tendering</li> <li>3. Experience with Authority and VendorPanel Software</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| <b>Prepared By</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Purchasing and Procurement Coordinator |
| <b>Date Prepared</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | August 2026                            |
| <p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <b>Employee Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |

|                     |  |
|---------------------|--|
| Employee Signature: |  |
| Date:               |  |