

Central Darling Shire Council

Position Description

Contract and Procurement Officer

Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

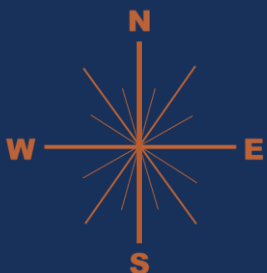
Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

Our Benefits

- 9 day fortnight (FTE)
- Four (4) weeks annual leave per year (FTE)
- 15 days sick/personal leave per year (FTE)
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



For more information, visit:

<https://www.centraldarling.nsw.gov.au>



Position Title	Contracts and Procurement Officer		
Department	Finance	Position Code	CDSC1123
Location	Wilcannia / Ivanhoe / Menindee		
Pay Grade	Pay Grade 7	Award Band	Band 3 Level 1
Position Status	Permanent	Standard Hours	35 hours per fortnight (minimum)
Reporting to	Manager Finance		
Direct Supervision	1	Indirect Supervision	Nil
Position Delegations	Yes	Budget Responsibility	Yes
National Police Clearance:	Yes	Working with Children Check:	No
Approved by:	General Manager	Date Approved:	December 2024

The Position

The Contracts and Procurement Officer is responsible for:

- leading the successful development and implementation of Council's procurement and contract management systems and processes across the organisation.
- providing expert procurement and contract advisory services across the organisation and coordinate the review of contracted activities and manage strategic supplier relationships
- overseeing all procurement and non-procurement contract activity to further ensure the protecting of legal interests, value for money and compliance with policy and to ensure best practices across the organisation are achieved

Key Responsibilities

Within the area of responsibility, this role is required to:

1. Provide sound expert advice on tender evaluation plans, contracts and procurement strategy to ensure quality and compliance with associated Council policies and procedures, ensuring a commitment to value for money and timely delivery.
2. Manage the stores' function, including providing leadership to the Storeperson, ensuring compliance with procurement requirements, appropriate stock management, and a balanced end of year stock take.
3. Establish and monitor key supplier arrangements and contracts, identify new arrangements and contracts, seeking ways to improve efficiencies and ensure procurement and purchasing compliance.
4. Oversee the tender and contract management processes, from tender initiation to closing of the contract to ensure transparency, accountability and the highest standard of professionalism and probity, including document preparation, advertising and evaluation panel administration.
5. Provide training to ensure compliance with contracts, tenders and procurement policies, procedures and systems.
6. Refine and make improvements to existing systems and procedures to ensure best practice.
7. Identify, develop and review procurement and purchasing policy and procedures, to ensure that the organisation obtains best value for money on goods and services in compliance with relevant legislation requirements.

8. Develop and maintain the organisation's contracts and contractor's register, including overseeing the set up to ensure the integrity and probity of vendors for financial, governance and work, health and safety management systems.
9. Ensure the Procurement and Tender information on Council's Website is current and timely.
10. Facilitate the development and maintenance of databases, run reports and interpret data to provide a sound information base for decision making
11. Identify and report actual or suspected breaches of procurement related legislation and Council Policies and provide recommendations to the Manager Finance.
12. Act as a key point of contact for the administration of the procurement and purchasing systems, related policies, procedures and guidelines, including technical support, assistance, advice to management and staff on procurement, purchasing, contract matters, associated documents and provide training on the systems and procedures.
13. Establish and implement appropriate risk mitigation actions are implemented to reduce opportunities for fraudulent activity.
14. Undertake regular procurement audits to identify inefficiencies and breaches of delegations, legislation, and provide a report on the audit results to the Finance Manager.
15. Oversee the procurement processes relating to the purchasing and disposal of the organisation's light vehicle fleet and related matters.
16. Work with key stakeholders in the procurement and maintenance of the organisation's plant and heavy vehicle fleet.

Note: *An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.*

Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.
- Driving change and establishing consistency in supplier contracts across a large and geographically dispersed local government area through policy, procedure and systems.
- Establish and rationalise key supplier agreements, identify new opportunities and see ways to improve overall procurement efficiencies and ensure purchasing compliance.

Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a valid Class C Driver's Licence (minimum)
- Satisfactory National Police Clearance
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

Essential Position Criteria

Qualifications / Experience / Accreditation / Certification

1. Tertiary qualifications or extensive experience and proven achievement in procurement/contract management, asset management, finance, accounting, law or related area.
2. Extensive experience in the following:
 - Procurement strategies and processes
 - Contract management processes and strategies
 - Establishing and managing tenders and contracts, preparing tender and contract documentation
 - Providing advisory services with internal stakeholders to facilitate cooperation and support in achieving outcomes and establishing and maintaining strong effective working relationships
 - Microsoft Office, data management systems and general information technology

Specialised Knowledge and Skills

- Demonstrated leadership of a small team.
- Proven ability to prepare complex technical and professional documentation for specifications, advertising and awarding of tenders and contracts, and asset management plans
- Operate with a high level of autonomy and deliver work and assignments within budget and to expectations
- High degree of personal integrity and ability to deal with confidential matters effectively
- Ability to be self-directional with a high degree of initiative to make critical decisions.
- Highly competent in an environment characterised by high levels of change with the ability to adapt and be flexible with changing priorities.
- Effective time management skills and ability to prioritise workflows and adapt to changing priorities.
- Strong analytical, problem solving and decision-making skills.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills to enable effective communication with staff at all levels, the general public, Government Departments, consultants, contractors, community groups and elected members.
- Proven high-level ability to interpret policies, procedures and relevant information to express matters accurately and in simple terms.
- Strong understanding of and the ability to manipulate and extract information from databases.
- Demonstrated commitment to customer service.
- Extensively demonstrated understanding of the processes involved in tenders and contracts
- Sound understanding of procurement and contract management legislative requirements applicable to Local Government.
- High proficiency in Microsoft Suite of applications and knowledge of other contemporary software with specific requirements for databases

Desirable Position Criteria

- Nil

Key working relationships

Who	Why
Internal	
Director/Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and support and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions..
Risk & Work Health Safety Officer	<ul style="list-style-type: none"> • Ensure council complies with WHS practices as part of contractor and supplier management
Finance Team	<ul style="list-style-type: none"> • Ensure council complies with contract and procurement practices. • Identify emerging issues/risks and their implications and propose solutions.
Staff	<ul style="list-style-type: none"> • Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture. • Provide effective communication and training, guidance, and support in the area of contracts and procurement.
External	
Community	<ul style="list-style-type: none"> • Promote a positive image of Council when undertaking duties within the community.
Suppliers and Contractors	<ul style="list-style-type: none"> • Provide advice and information to ensure compliance with Council's policies and procedures.
Stakeholders, Ratepayers, Residents, Consultants, Auditors and Government Bodies	<ul style="list-style-type: none"> • Provide expert advice on a range of expenditure and revenue related issues and strategies. • Optimise communication and engagement to achieve defined outcomes. • Manage expectations and resolve issues.

I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.

I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Employee Name:

Signature:

Date:

Organisation Wide Accountabilities

Outlined in this document are a series of organisation wide accountabilities that are applicable to all employees, irrespective of position or location.

Council's Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values.

Code of Conduct / Fraud and Corruption

To retain trust, confidence and support, it is expected that all employees be impartial and fair in their dealings with the community, customers, suppliers, general public and each other.

All employees are required to adhere to and behave in a manner that is consistent with the requirements of the Council's Code of Conduct

Respectful Workplace Behaviours

All employees are expected to

conduct themselves in a manner that is supportive and encouraging of one another.

positively contribute to providing a safe, respectful and healthy work environment that is free from all forms of discrimination, harassment, sexual harassment and workplace bullying.

Work Health Safety

All employees are required to take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by their actions or omissions at work.

In particular, all employees have a duty to:

- Comply with Council's WHS policies and procedures
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Report any potential hazards, incidents or injuries to their Supervisor or the Risk/WHS Officer within 48 hours
- Participate in any WHS consultation arrangements
- Comply with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Comply with emergency and evacuation procedures and site rules if applicable
- The General Manager, Managers and Supervisors have additional responsibilities as defined in the Central Darling Shire Council's Work Health and Safety Policy

Customer Service

All employees are expected to provide high level customer service in line with the Central Darling Shire Council's Customer Service Charter.

Sustainability

All employees are expected to give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision-making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.

Council's Policies and Procedures

All employees are expected to adhere to Council's Policies and Procedures at all times, including any other formal documents or instruments that impact on day-to-day operations of the position.

Records Management

All employees are expected to capture corporate documents in the electronic document management system as described in the Records Management Policy.

I have read and understood the content of this document and undertake to meet the organisation wide accountabilities.

Employee Name:

Position:

Signature:

Date: