

▶ POSITION DESCRIPTION

POSITION TITLE:	Procurement Specialist
DEPARTMENT:	Organisational Services
UNIT:	Financial Services
TENURE:	Permanent Full Time
CLASSIFICATION:	Band 7
LOCATION:	Daylesford Duke St and various other locations within the municipality
DATE APPROVED:	May 2022

POSITION OBJECTIVES

- The position is responsible for coordinating and supporting Council's procurement and contract management processes to staff at various levels across all departments within the organisation by providing useful, high quality and timely procurement, tendering, contract management and probity advice and assistance.

KEY RESPONSIBILITY AND DUTIES

- Lead, supervise, support and provide direction to the organisation to ensure best practice is followed and is compliant with required policies and procedures.
- Participate in review of policies, standards and systems to ensure procurement and contract management practices are effective, meet quality and probity standards and comply with applicable legislative and government policy and guidelines.
- Development and review of tender, quote, purchasing and contract procedures, documentation and templates.
- Provide procurement, tendering, contract management and probity advice to staff at all levels across the organisation.
- Provide guidance, education and support of relevant procurement and contract management policies, processes and procedures.
- Drive a culture of procurement innovation and compliance and encourage continuous improvement within the organisation.
- Oversee specific procurement projects under the direction of the Manager Financial Services.
- Record and manage tendering and contract management related documentation and data.
- Coordinate the end-to-end tendering function from review of RFQ/RFT documents through the tender evaluation through to contract execution.
- Participate in tender evaluation process ensuring probity and compliance requirements are adhered to.
- Preparation and complication of contracts, and coordination of contract execution in accordance with Council's policies and procedures.
- Proactively, or in response to issues raised by the Executive or Councillors, research and provide authoritative advice on all procurement issues.
- Be a practice leader in monitoring, coaching, encouraging and developing high quality written advice and submissions to Council.

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- Identify training needs and deliver training programs to educate employees in procurement matters in order to minimise and control risk to Council.
- Engage across the organisation to build the profile of procurement activities.
- Promote the Council as a customer focused organisation and advance the public image of the Council at all times.
- Model Council values and be an integral member of the Financial Services team including participating in team projects, process mapping and review, and proactively responding to customer requests.

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damages, loss or exposures observed.

Emergency Management

- Assist with response / recovery arrangements in accordance with Council's Municipal Recovery Plan.

Other Duties

Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIP

Reports to:	Manager Financial Services
Supervises:	Nil
Internal liaisons:	All Council Staff CEO Councillors Contractors
External liaisons:	General public Other municipalities Government authorities Consultants

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

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- Effective and efficient delivery and performance of all duties and key responsibilities outlined in the position description.
- Provision of procurement business support including preparation of contracts.
- Ensuring all work is carried out to a high standard, within required timeframes and according to legislative requirements.
- Providing information and advice within legislation and Council policies and procedures.
- for providing quality, accurate and timely advice and support in relation to procurement activities.

This position has authority to:

- participate in tender evaluation and tender assessment panels including the making of recommendations, as required.
- initiate actions or decisions necessary to carry out the defined functions within legislative requirements and Council guidelines, procedures and policies and with the direction of the Manager Financial Services. Freedom to act within clear objectives and authorised budget limits and will work within a regular reporting framework in order to ensure adherence to goals and performance objectives within established timeframes.

JUDGEMENT AND DECISION MAKING

- Exercise sound judgement in responding to financial matters and in discussion with the Manager Financial Services, facilitate obtaining external advice where the matter falls beyond existing provisions.
- Make sound and informed decisions on all matters which are within any delegated authority, established policy or recognised standards.
- Work closely with relevant departmental staff to ensure clear understanding of financial impact to the organisation of any recommendations or decisions.
- Use professional judgement in decision making and providing solutions to problems of a specialised nature, using theory or precedent. Guidance and advice may require external sources and a range of options.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated understanding of tendering principles and practices including tender evaluation methodology.
- Ability to monitor and assess contractor performance particularly to ensure compliance with specifications, contract conditions, relevant regulations and standards.
- 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.
- Knowledge and familiarity with the principles and practices of budgeting and managing projects within budgets.
- Ability to apply knowledge and skills to provide advice and guidance to Managers and employees in respect to contractual matters and problems if and when required.

MANAGEMENT SKILLS

- Demonstrated ability to effectively manage time, plan and set priorities, and organise work to achieve specific and set objectives and within set timeframes despite conflicting pressures.
- A strong approach to continuous improvement with the ability to implement and maintain efficient systems and procedures.
- Ability to adapt to changing priorities and conflicting timelines to produce quality outcomes and meet deadlines.
- Delivery of accurate and timely reporting relevant to the position.

- Ability to use initiative in all aspects of the position.

INTERPERSONAL SKILLS

- Highly developed interpersonal and relationship management skills, with the ability to build and cultivate effective partnerships with a diverse range of stakeholders.
- Ability to effectively convey messages and explain technical financial data to non-finance audiences.
- Ability to gain cooperation and support from internal and external contacts to achieve the responsibilities of this position.
- Ability to liaise with others in a respectful manner and influence at all levels in an organisation.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun, and how they relate to this role.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in procurement, contract management , or a related discipline and/or significant relevant experience
- Demonstrated experience in the procurement field including tendering and contract management.
- Demonstrated experience and competence in writing contract specifications including key performance indicators.
- Demonstrated experience and competence in supervision of contractors or consultants or suppliers.
- Knowledge of Contract and Consumer Law, Trades Practices legislation and National Competition Policy.
- An understanding of the regulatory framework in which Local Government operates.
- A current Victorian Driver's License.

Hepburn Shire Council Organisational Values

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long-term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information Privacy
- Equal Opportunity
- Counselling and Discipline
- Protected Disclosures

VARIATION TO CONDITIONS OF EMPLOYMENT

Employment conditions for all employees are in accordance with Hepburn Shire Council Enterprise Agreement.

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Commission www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor. These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

COVID19 VACCINATION REQUIREMENT

It is a condition of employment that all Hepburn Shire Council employees declare their Covid-19 Vaccination status. In line with the Chief Health Officer's COVID19 Mandatory Vaccination Direction, all Hepburn Shire Council employees are required to provide a COVID-19 certificate of evidence of vaccination, or, a medically approved Vaccination Exemption prior to commencement. All positions at Council are covered by Mandatory Vaccination requirements and as such, the successful candidate must provide evidence of being Covid-19 Vaccinated to Council as part of the pre-employment process.

KEY SELECTION CRITERIA

Selection will be based on the following selection criteria however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description

- Qualifications and experience as listed above.
- Demonstrated understanding of tendering principles and practices including tender evaluation methodology.
- Knowledge of Contract and Consumer Law, Trades Practices legislation and National Competition Policy.
- Ability to monitor and assess contractor performance particularly to ensure compliance with specifications, contract conditions, relevant regulations and standards.
- Excellent written and verbal communication skills and the ability to be able to liaise with a wide cross section of the community and organisation in a professional and succinct manner
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun, and how they relate to this role.

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The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

Employee Name _____

Signed _____ Date __/__/__