



POSITION DESCRIPTION

PROCUREMENT COORDINATOR

Position Number:	511	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	5	Employment Type:	Permanent Full Time
Department / Team:	Corporate Services, Governance and Risk / Office of Director CSGR		
Reports to:	Director Corporate Services, Governance and Risk	Supervises:	1 direct report

Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



Position Objectives

The Procurement Coordinator is responsible for overseeing the day-to-day operations of Council's Procurement function, including the development of systems, updating and maintaining Vendor Panel and managing tender processes.

The Procurement Coordinator will provide procurement advice and training to the Executive Leadership Team (ELT) and employees, as required to ensure compliant and efficient procurement practices are in place and will oversee the day-to-day work of the Stores Officer.

Key Responsibilities

- Develop and implement effective internal controls to provide appropriate financial governance for Council in respect to procurement practices.
- Simplify and streamline processes to support the procurement and contracting functions of Council.
- Ensure appropriate systems are in place to support the procurement policy, probity and legislative compliance obligations under the Local Government Act 2009.
- Provide advice to enable effective engagement in tendering processes, including value for money, quality outcomes, contracts and delivery.
- Evaluate, update, maintain and administer Council's Procurement and Tendering System (Vendor Panel) and tender processes.
- Use appropriate tools such as Vendor Panel and Local Buy to ensure compliant and efficient procurement processes.
- Collaborate with ELT and employees to set and monitor procurement timelines for major tenders and procurement projects.
- Provide contract management support, as required to ensure contracts are delivered on time and according to specification.
- Collaborate with stakeholders to evaluate tenders and ensure value for money and probity is maintained.

- Oversee the day-to-day work of the Stores Officer to ensure the safe and efficient delivery of the store's functions and to enable that support is available for the maximum possible time during normal working hours.
- Provide assistance and training to employees to ensure the access to stores resources is in line with Council procedures.
- Assist the Finance Team by ensuring compliance in procurement functions, to enable prompt payment to suppliers.
- Ensure required information has been collected prior to approval of requisitions.
- Provide support and training to requisitioning officers, to ensure that they understand their obligations and provide appropriate, accurate and timely information.
- Assist with the development and maintenance of procurement policies, procedures and guidelines, in line with legislation.
- Manage the communication of procurement policies, procedures and guidelines with stakeholders and employees to ensure a high level of understanding enabling the effective delivery of procurement services and processes.
- Establish and maintain key supplier relationships.
- Maintain accurate and comprehensive records for sourcing initiatives.
- Work as a competent member of the team and provide back-up support as required.

Qualifications, Skills and Experience

Essential

- Certificate IV in Procurement and Contracting / Certificate III in Business or minimum 3 years' experience in Stores, Warehousing and Vendor Panel administration, preferably within a Local Government environment.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated ability to plan and deliver Procurement functions across a wide range of services.
- Demonstrated well-developed understanding of Procurement best practice and legislative requirements.
- Demonstrated sound knowledge of the Local Buy program, or ability to quickly acquire.
- Demonstrated ability to develop and provide procurement policy and procedure training and advice to a variety of audiences.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to stakeholders in a deadline focused environment.
- Demonstrated ability to build and manage internal and external stakeholder relationships while maintaining confidentiality and a high level of customer service.
- Demonstrated ability to make sound judgments and reasonable decisions in the absence of direction.
- Demonstrated high level interpersonal, written and verbal communication skills and excellent computer skills.
- Demonstrated sound analytical and problem-solving skills.

Desirable

- Experience managing a small team.
- Experience managing a Store / Warehouse.
- Experience working in a Local Government environment.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and

manufacturers' specifications.

- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____