

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Strategic Procurement Coordinator
Position Number	-
Department	Corporate and Community
Section/ Stream/ Unit	Financial Services / Procurement
Classification	Level 6 – 7, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Financial Services Manager

POSITION OBJECTIVES

- To establish and implement a strategic framework and tools to manage Council's procurement processes, including developing and managing Council's procurement and contract management strategies, to deliver best practice and cost effective procurement solutions in line with identified business outcomes, whilst also identifying and managing commercial opportunities.

KEY RESPONSIBILITIES

- Lead the preparation of strategies, plans and programs which enhance Council's capacity to deliver high quality, transparent, strategic and cost-effective outcomes ensuring they are to relevant Local Government standards, legislation and required Acts and standards.
- Manage the procurement-to-pay process across Council, delivering value for money outcomes with improved back of house functions.
- Identify and analyse business and commercial opportunities and provide recommendations, initiatives, strategies and actions to Management.
- Develop and implement effective internal controls to provide appropriate financial governance for Council.
- Simplify and streamline processes that support the procurement and contracting functions of Council.
- Ensure that appropriate systems are in place to support the procurement policy, probity and legislative compliance obligations under the *Local Government Act 2009*.
- Lead, manage, consolidate and implement the functions of Council's procurement including a review of all existing procurement and contract management strategies, policies, systems and practices.
- Provide specialist advice to the Senior Management Team to enable effective engagement in tendering processes, including value for money / quality outcomes, contracts, and delivery; ensuring a complete procurement cycle.
- Provide training, assistance and support across Council as appropriate to ensure effective procurement control and implementation.
- Lead, motivate, develop and support the procurement team to deliver service excellence and influence the culture of positive compliance around the organisation's procurement.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.

- High level analytical and problem solving skills, with proven ability to negotiate and write supply agreements.
- Proven business acumen and customer service ethos relating to procurement and contract management strategy development.
- High level computer based systems skills, including business related application software.
- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of required outcomes.
- Demonstrated knowledge of regulatory and legal requirements with the proven ability to ensure compliance / audit requirement is met, in a Local Government environment.
- At least 5 years' experience leading and managing the effective delivery of cost effective procurement and contract management functions in a multidisciplinary environment.
- Capacity to operate effectively in a political environment.
- Demonstrated project management skills.

Qualifications, Training and Licences

- Tertiary qualifications in a discipline relevant to the position, (e.g. Bachelor of Finance, Accounting etc.) and/ or significant experience in a similar role.
- Member of Australian Association of Procurement and Contract Management (or eligibility to obtain).
- Current unrestricted "C" Class drivers' licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.