Procurement & Contracts Officer

POSITION DESCRIPTION

Position Number:	1033	**Position Status:**	Permanent Full Time
Portfolio:	Corporate Services	**Classification:**	QLGIA (Stream A) Level 4 - Administrative Stream (Division 2, Section 1)
Business Unit:	Financial Services	**Reports To:**	Principal Procurement & Contracts Officer
Team:	Procurement	**Revised:**	November 2026

Human Resource Delegation:	Band NIL	**Financial Delegation:**	Band NIL

General Position Statement:

This position supports Council direction through ensuring Council achieves value-for-money outcomes through compliant, transparent, and efficient procurement and contracting practices. This position is responsible for facilitating end-to-end procurement and tendering activities, administering Council's contract management processes, and providing expert advice to internal stakeholders.

Specific Responsibilities:

This position has the following responsibilities:

1. Facilitate end-to-end procurement and tendering processes in accordance with legislation, Council policies, and probity principles, including finalising processes, issuing notifications, preparing contracts under seal, and maintaining accurate documentation.
2. Provide expert procurement, contracting, and contract management advice to stakeholders across Council, acting as Contract Manager for whole-of-Council arrangements, and support negotiation and resolution of contractual issues with suppliers.
3. Contribute to the continuous improvement of procurement systems, procedures, and policies, and actively participate in initiatives that enhance efficiency, effectiveness, and value-for-money outcomes.
4. Monitor and manage supplier performance by conducting research, analysing data, and maintaining records to support performance reporting, contract compliance, and informed decision-making.

5. Deliver education and support to internal stakeholders and contractors to build understanding of Council's procurement frameworks, software, and compliance obligations, including the delivery of training and guidance materials.
6. Administer specialist procurement systems and maintain up-to-date knowledge of the legal and regulatory environment governing local government procurement in Queensland, ensuring alignment with best practice and Council's strategic direction.
7. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
8. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated experience in end-to-end procurement and contract management, including the preparation, evaluation, and administration of tenders, preferably within the public sector or a regulated environment.
2. Strong analytical, organisational, and time management skills, with the ability to manage competing priorities, meet deadlines, and deliver quality outcomes both independently and collaboratively.
3. Sound knowledge of contract law and contract administration, with the ability to interpret technical documentation, apply relevant standards, and support effective supplier and stakeholder relationships.
4. Excellent interpersonal, negotiation, and communication skills, with a customer-focused approach and the ability to influence, resolve conflict, and adapt positively to change.
5. Proficiency in business systems and procurement software, including the Microsoft Office suite, and systems such as VendorPanel, Finance One, and Contracts Monitor, or the ability to quickly acquire competency.

Mandatory Qualifications, Licences and Experiences

1. Qualifications in Procurement & Contract Management or a relevant field (Business/Property Law, Property/Facilities Management) and/or sound discipline knowledge, experience and skills attained from working in a similar position.
2. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences, and Experiences

1. Experience in a local government environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Procurement & Contracts Officer
SELECTION CRITERIA

Position Number:	1033	**Position Status:**	Permanent Full Time
Portfolio:	Corporate Services	**Classification:**	QLGIA (Stream A) Level 4 – Administrative Stream (Division 2, Section1)
Business Unit:	Financial Services	**Reports To:**	Principal Procurement & Contracts Officer
Team:	Procurement Services	**Revised:**	November 2026

Please address each of the selection criteria below in your application:

1. Qualifications in Procurement & Contract Management or a relevant field (Business/Property Law, Property/Facilities Management) and/or sound discipline knowledge, experience and skills attained from working in a similar position.

   Possess and maintain a current motor vehicle driver licence.

2. Strong administrative, organisational and time management skills, with the ability to manage multiple priorities and meet deadlines.
3. Proven ability to build productive, governance and record keeping requirements to support effective procurement and contract management outcomes.
4. Demonstrated experience coordinating procurement and contract administrative activities, including the preparation and management of tender, quotation and contract documentation.
5. Ability to build and maintain effective working relationships, providing professional advice and support to stakeholders, suppliers and contractors to achieve positive outcomes.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;
- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.