



Purchasing Officer

POSITION DESCRIPTION

Position Number:	1821	Position Status:	Permanent Full Time
Portfolio:	Corporate Services	Classification:	QLGIA (Stream A) Level 3
Business Unit:	Procurement & Fleet Services	Reports To:	Team Leader Purchasing
Team:	Purchasing	Revised:	February 2026

Human Resource Delegation:	Band 6	Financial Delegation:	Band - Nil
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General Position Statement:

This position supports Council's direction by providing purchasing support for procurement across the organisation in a professional, efficient and confidential manner ensuring compliance with Council's purchasing policy and directive and the development of good working relationships with all staff and suppliers.

Specific Responsibilities:

This position has the following responsibilities:

1. Implement and manage procurement and category strategies to improve business efficiency and ensure value for money.
2. Develop, maintain, and manage vendor relationships, resolving supplier issues to support high-quality service delivery.
3. Provide administrative, system and technical support for purchasing activities, including quoting, requisitions, purchase orders and receipting.
4. Deliver high-quality customer service and maintain strong working relationships with both internal stakeholders and external suppliers.
5. Ensure fair and compliant procurement processes, supporting equitable opportunities for suppliers and promoting competitive local business participation.
6. Support contract reviews and collaborate with the Procurement team to ensure consistent, standardised procurement practices across the organisation.
7. Always act as a role model for Council's Values and Behaviours and display an elevated 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 knowledge of procurement governance as applicable to all procurement across the organisation.
2. Establish, implement, monitor and review compliance to the purchasing policy and directive determining their effectiveness and efficiency in the work area.
3. Demonstrated communication (written and oral) and interpersonal skills relevant to the position, strongly focussed on the provision of quality customer service and attention to detail.
4. Solid time management, planning and organisational skills.
5. Sound analytical and problem solving skills.
6. Ability to effectively operate Council's computer systems including Finance One, Vendor Panel, ECM and MS Office Suite.

Mandatory Qualifications, Licences and Experiences

1. Qualifications in a relevant discipline (purchasing and procurement,) and/or work experience relevant to the position.
2. Possess and maintain a current motor vehicle driver's licence.

Desirable Qualifications, Licences, and Experiences

1. Experience in a local government environment.
2. Experience in the Procurement field.

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.





Purchasing Officer

SELECTION CRITERIA

Position Number:	1821	Position Status:	Permanent Full Time
Portfolio:	Corporate Services	Classification:	QLGIA (Stream A) Level 3
Business Unit:	Procurement & Fleet Services	Reports To:	Team Leader Purchasing
Team:	Purchasing	Revised:	May 2026

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

1. Mandatory qualifications and experience:
 - Qualifications in a relevant discipline (purchasing and procurement,) and/or work experience relevant to the position.
 - Possess and maintain a current motor vehicle driver's licence.
2. Demonstrated knowledge of procurement governance as applicable to all procurement across the organisation and the ability to monitor and review compliance to the purchasing policy and directive determining their effectiveness and efficiency in the work area.
3. Sound analytical and problem-solving skills.
4. Demonstrated communication (verbal and written) and interpersonal skills relevant to the position, strongly focussed on the provision of quality customer service and attention to detail.
5. Ability to effectively operate various computer systems and software applications, including financial management platforms, vendor management tools, and Microsoft Office Suite.

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;

- What was your role?
- What did you do and how did you do it?
- What did you achieve?
- What was the end result/outcome?

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.