



# Purchasing Officer

## POSITION DESCRIPTION

<b>Position Number:</b>	3686
<b>Portfolio:</b>	Office of the CEO
<b>Business Unit:</b>	Finance and Governance
<b>Team:</b>	Procurement
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 3
<b>Reports To:</b>	Team Leader Purchasing
<b>Revised:</b>	August 2024

### **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 Councils 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 category strategies to optimise business efficiency
2. Maintain business relationships with vendors and address vendor issues to ensure the highest level of service delivery
3. Provision of administrative and technical support in relation to purchasing across the organisation and receipting for same.
4. Develop and maintain business relationships and provide quality customer service to both internal and external customers.
5. Use of Council's Approved Systems to seek quotations, raise requisitions, process purchase orders, process receipts, and manage supplier performance.
6. Facilitate equitable opportunities for all suppliers to submit quotes for Council work by promoting the Sound Contracting Principle 'develop competitive local business and industry



7. Point of contact and/or participation in the review of existing contractual arrangements as required.
8. Work in partnership with others within the Procurement team to ensure consistent and standardised service delivery across the organisation.
9. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator 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 Experience**

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 Experience**

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 outdoor and office environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).


### Delegations and Authorisations:

Financial, Administrative and Human Resource Management 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.

### Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Chief Financial Officer
<b>Signature:</b>	
<b>Date:</b>	20 August 2024
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



## Purchasing Officer

### SELECTION CRITERIA

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<b>Team:</b>	Procurement
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 3
<b>Reports To:</b>	Team Leader Purchasing
<b>Revised:</b>	October 2024

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 Council's computer systems including Finance One, Vendor Panel, ECM and MS 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.