

Principal Procurement and Contracts Officer

POSITION DESCRIPTION

Position Number:	3556
Portfolio:	Office of the CEO
Business Unit:	Finance and Governance
Team:	Procurement
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 6
Reports To:	Coordinator Procurement
Revised:	September 2024

General Position Statement:

This position supports Council direction through the provision of critical procurement and contract advice that is compliant with legislation, organisational policies, procedures and best practice.

Specific Responsibilities:

This position has the following responsibilities

1. Lead, monitor and review Council's contractor framework which includes contract management systems, strategies and processes.
2. Lead contract negotiations resulting in robust contracts that are effective and appropriate in controlling commercial and legal risks, provide value for money, and support delivery of the business strategy and plans.
3. Research, analyse, provide outcomes, prepare reports and correspond with key stakeholders, clients and senior management of Council.
4. Analyse procurement data and trends to identify opportunities to improve and enhance current service and project delivery.
5. In consultation with the Coordinator, develop Procurement Plans, and Forward Procurement Schedules, ensuring alignment Council's strategic direction.
6. Analyse and advise teams about appropriate procurement and supply chain strategies to minimise risk.
7. Provide specialist advice and assistance to other areas of Council in relation to tendering and contract processes.
8. Take immediate remedial action on non-compliance issues with suppliers and clients ensuring resolutions are achieved.
9. Support project teams to prepare tender documentation for release to market, ensuring alignment with key procurement strategies.



10. Support tender evaluation panels through providing advice and analysis, recommendations about key government legislative and Council policy and other requirements.
11. Provide expert advice, mentoring and guidance to the Procurement and Contracts team.
12. Contribute to the development and review of procurement and contract processes, procedures and policy.
13. Collaborate with and provide support to the Coordinator in the provision of data analysis to support policy and procedural development.
14. Lead the development, standardisation and monitoring of contract and supplier performance, evaluation and reporting strategies that focus on rewarding good performance.
15. Contribute to contract development, renewal, variations, termination, contract transitions, negotiation and monitoring to ensure compliance with legislation, performance indicators and funding guidelines.
16. Maintain an awareness of the relevant legal and regulatory framework for local government procurement within Queensland including relevant industry best practice, standards and regulations related to procurement.
17. Contribute to the development and delivery of procurement training across Council as required.
18. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
19. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
20. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Comprehensive knowledge of contract law and administration and high level understanding of technical literature, standards, and contract management.
2. Demonstrable experience overseeing complex procurement processes and contracts, preferably within the public sector or local/state government including the preparation of and supervision of tenders.
3. Knowledge of or the ability to rapidly acquire knowledge of relevant legislation governing procurement and contracts arrangements.
4. High level organisational and planning skills with the proven ability to work simultaneously and work independently and collaboratively, within and across teams to achieve agreed outcomes and to meet simultaneous deadlines.
5. Well-developed negotiations, interpersonal, and communication (verbal and written) to successfully negotiate and resolve conflict and initiate and respond positively to change.
6. Demonstrated strong analytical skills, attention to detail and excellent time management skills.



7. High level customer service skills to effectively deal with sensitive matters and apply conflict resolution skills.
8. Proficient in the use of the Microsoft Office suite; as well as business systems (Vendorpanel, Finance One and Contracts Monitor).

Mandatory Qualifications, Licences and Experience

1. Tertiary qualifications in Procurement & Contract Management or a relevant field (Business/Property Law, Property/Facilities Management) with substantial experience, expertise, knowledge and skills acquired from working in a similar position.
2. Possess and maintain a current motor vehicle drivers' licence.

Desirable Qualifications, Licences and Experience

3. 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

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

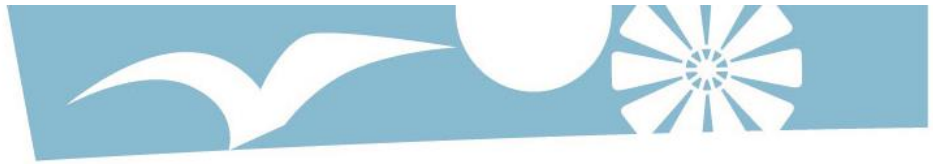
Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.


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.

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.





Authorised By:	Chief Financial Officer
Signature:	
Date:	September 2024
Present Incumbent:	
Signature:	
Date:	





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.



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SELECTION CRITERIA

Position Number:	3556
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Reports To:	Coordinator Procurement
Revised:	October 2024

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

1. Mandatory qualifications and experience:
 - Tertiary qualifications in Procurement & Contract Management or a relevant field (Business/Property Law, Property/Facilities Management) with substantial experience and knowledge of contract law and administration and high level understanding of technical literature, standards, and contract management.
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrable experience overseeing complex procurement processes and contracts, preferably within the public sector or local/state government including the preparation of and supervision of tenders.
3. Knowledge of or the ability to rapidly acquire knowledge of relevant legislation governing procurement and contracts arrangements.
4. High level organisational and planning skills with the proven ability to work simultaneously and work independently and collaboratively, within and across teams to achieve agreed outcomes and to meet simultaneous deadlines.
5. Well-developed negotiations, interpersonal, and communication (verbal and written) to successfully negotiate and resolve conflict and initiate and respond positively to change.

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.