



Receipting Officer

POSITION DESCRIPTION

Position Number:	3727
Portfolio:	Infrastructure
Business Unit:	Systems & Administration
Team:	
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 2
Reports To:	Supervisor Systems & Quality Assurance
Revised:	August 2024

General Position Statement:

This position supports Council's direction by providing purchasing and requisitioning support across the Infrastructure Portfolio 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. Maintain business relationships with vendors and address vendor issues to ensure the highest level of service delivery and ensure vendor queries are directed to correct areas for assistance e.g., purchasing team, accounts payable etc.
2. Undertake procurement receipting activities for Infrastructure Portfolio in a timely and efficient manner and where required investigate and action purchase order receipting anomalies and liaise with requisitioner and/or the purchasing team regarding purchase order variation requirements.
3. Monitor and review accuracy and currency of related data in Council's approved systems.
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 raise requisition requests, process receipts, and manage supplier performance.



6. When requested, provide support to the Procurement Team in the review of existing contractual arrangements as required, including provision of technical advice in relation to alignment of contract and works management requirements.
7. Work in partnership with the Procurement team to ensure consistent and standardised service delivery across the Infrastructure Portfolio.
8. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
10. 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 Infrastructure Portfolio.
2. Demonstrated experience monitoring compliance and consulting with stakeholders to achieve successful outcomes.
3. Effective communication (verbal and written) and interpersonal skills with an emphasis on accuracy and attention to detail and a strong focussed on the provision of quality customer service.
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. Work experience relevant to the position (e.g., receipting, purchasing or administration).
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.

Authorised By:	General Manager Infrastructure
Signature:	
Date:	8 August 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:	3727
Portfolio:	Infrastructure
Business Unit:	Systems & Administration
Team:	
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 2
Reports To:	Supervisor Systems & Quality Assurance
Revised:	September 2024

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

1. Mandatory qualifications and experience:
 - Previous experience relevant to the position (e.g., receipting, purchasing or administration) with proven time management, planning and organisational skills.
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated knowledge of procurement governance as applicable to all procurement across the Infrastructure Portfolio.
3. Demonstrated experience monitoring compliance and consulting with stakeholders to achieve successful outcomes.
4. Effective communication (verbal and written) and interpersonal skills with an emphasis on accuracy and attention to detail and a strong focussed on the provision of quality customer service.

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.