

## POSITION DESCRIPTION

POSITION TITLE	Senior Procurement and Contracts Officer
DIRECTORATE - SECTION	Corporate Services – Financial Services
LEVEL - EBA	6 - Salaried
RESPONSIBLE TO	Coordinator Procurement

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Responsible for delivering an optimal procurement service and program within the City, delivering value for money, quality advice, and timely customer service. Ensures purchasing and tender processes adhere to high standards of probity and accountability.

## KEY RESULT AREAS

### PROCUREMENT – PURCHASING AND TENDERS

- Ensure governance and legal compliance is maintained
- Promotes and advises on quality procurement practices and provides advice to City officers ensuring quality service outcomes, value for money and compliance with policy and legislation
- Complete Purchase Requests as required and ensure all purchases comply with Councils Purchasing policy
- Assists in preparation of Contract documents, and assists in tender evaluation process through to completion
- Assists in maintaining the Tender Register and ensure this meets with Tender Regulation requirements
- Respond to and action all operational customer requests and enquiries
- Manage printed stationery and general stationery supplies to ensure they are maintained at adequate levels
- Supplier Management – manage new and existing suppliers in the finance system
- Assist in compliance and noncompliance reporting and cost analysis
- Maintains documentation and records relating to tender and purchasing processes
- Ensures Occupational Safety and Health is tightly integrated into purchasing decisions, tender decisions and contractor/supplier decisions
- Ad hoc tasks as determined by Manager Financial Services/Procurement Coordinator

### OTHER ADMINISTRATIVE TASKS

- Manage the weekly milk supply for Administration Building
- Provides and maintenance Security Cards and Access to Administration Building

### CUSTOMER SERVICE

- Fostering and maintaining strategic partnerships and networks, particularly in relation to the City's Operational Areas.
- Foster a culture of innovation and excellence through continual team improvement.
- Ensuring consistently high standards of customer service is delivered both internally and externally.
- Supports the Finance Team in responding to service enquiries in a positive and timely manner.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.

- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams, and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Tertiary qualification in Procurement, Finance, Management or similar is desirable.

## **SELECTION CRITERIA**

1. Demonstrates experience in procurement services, across multiple categories.
2. Understanding of and experience in the tender and purchasing process through invoice and receipting
3. Strong ability to communicate requirements of Procurement Guidelines to Staff at all levels throughout the organisation to support probity, accountability, and risk management.
4. Demonstrated administration experience including compiling reports, business correspondence, maintaining records and presentation of facts.
5. Demonstrates the ability to deliver quality customer service with a proactive and positive communication style.
6. Previous experience in a Local Government would be highly regarded.

## **PHYSICAL REQUIREMENTS**

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## **DIVERSITY**

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## **DRIVERS LICENCE**

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **AGILITY**

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Coordinator Procurement

DATE PD REVIEWED/APPROVED: 16 November 2023

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