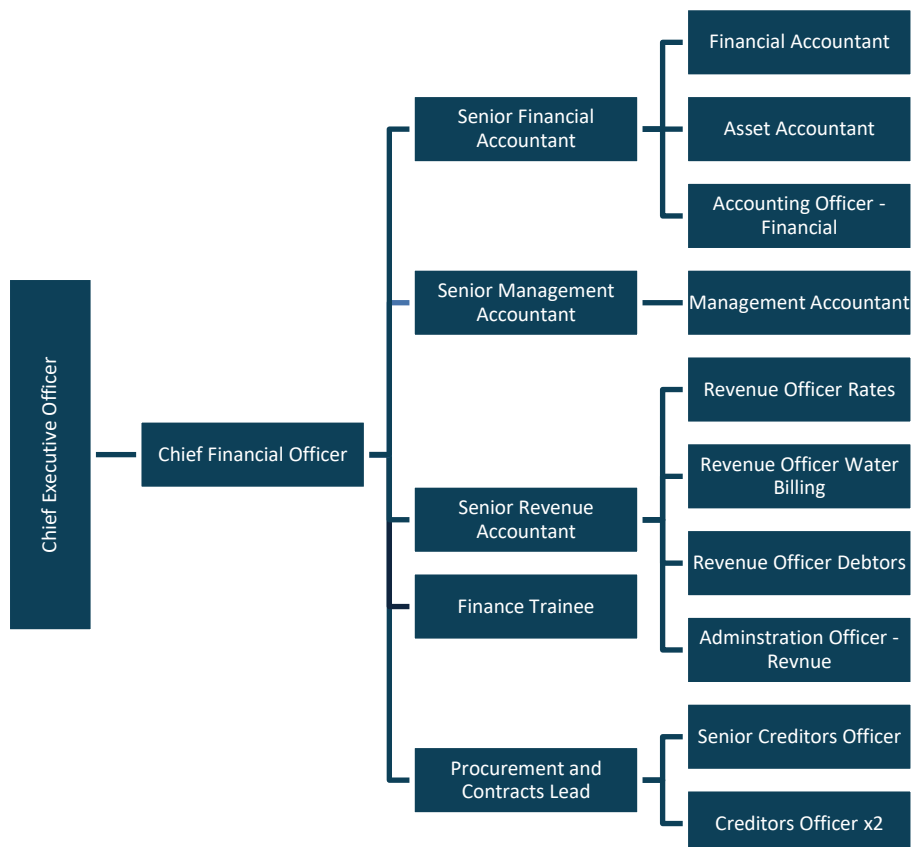


<b>Position Title:</b>	Procurement and Contracts Lead
<b>Position Number:</b>	2007
<b>Division:</b>	Corporate and Commercial Services
<b>Section:</b>	Financial Services
<b>Grade:</b>	11
<b>Delegations:</b>	As allocated in the Delegations Register
<b>Position FTE Hours</b>	35

### Primary Purpose

To oversee the compliant procurement and payment of goods and services necessary to carry out the obligations of Council as outlined in Council's Policies and adopted Delivery / Operational Plan each year.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Diploma/Advanced Diploma in Procurement (or equivalent)
- Current Class C Driver's Licence
- Satisfactory Criminal Record Check

### Skills and Experience

- Experience in a similar role
- Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Solid working knowledge of procurement practices, tender processes and applicable legislation as it relates to Local Government
- A thorough understanding of Local Government in NSW or capacity to rapidly acquire this knowledge
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Administer Council's Purchasing and Online Requisition systems, ensuring the accuracy of data and information
- Regularly review purchasing and creditor systems to improve efficiency.
- Provide advice, support and training to Council's staff on Council's adopted procurement policies and procedures.
- Monitor and support the workflow of the Creditors team to ensure the accurate and timely payment of Council's suppliers.
- Manage and develop staff through Council's policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews; and promoting learning and development.
- Responsible for the administration, advice and support for Council tenders, expressions of interest, and quotation processes in line with Council's policies and procurement best practices.
- Responsible for Council's procurement policies and procedures, ensuring that they comply with industry standards and industry / community expectations. Coordinate year-end procurement processing including closure of completed or obsolete orders and accurate rollover of current commitments.
- Participate in financial and other audits, including providing documentation relating to procurement, creditors and contracts.
- Manage Council's supplier relationships ensuring adherence to Council's procurement expectations and standard.
- Regularly review Council's Purchasing and Creditors systems, policies, practices and procedures to identify opportunities for improved efficiencies, and make recommendations for improvement to Council's Chief Financial Officer.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and

behaviours, and work health and safety responsibilities, as amended from time to time.

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Integrity - Coaches "Shares it"</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right.</i> <ul style="list-style-type: none"> <li>Acts honestly, ethically and with discretion and encourages others to do so</li> <li>Sets a tone of integrity and professionalism with customers and the team</li> <li>Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
Relationships	<b>Team Work - Coaches "Shares it"</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>Contributes to a culture of respect and understanding in the organisation</li> <li>Creates an atmosphere of trust and mutual respect within the team</li> <li>Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>Identifies opportunities to work together with other teams/units</li> <li>Acts as a resource for other teams/units on complex or technical matters</li> </ul>
Results	<b>Problem Solving - Coaches "Shares it"</b> <i>Think, analyse and consider the broader context to develop practical solutions.</i> <ul style="list-style-type: none"> <li>Draws on numerous sources of information, including past experience, when facing new problems</li> <li>Demonstrates an understanding of how individual issues relate to larger systems</li> <li>Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
Results	<b>Deliver Results - Coaches "Shares it"</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> <li>Takes responsibility for the quality and timeliness of the team's work products</li> <li>Ensures team understands goals and expectations</li> <li>Shares the broader context for projects and tasks with the team</li> <li>Identifies resource needs, including team, budget, information and tools</li> <li>Allocates responsibilities and resources appropriately</li> <li>Gives team members appropriate flexibility to decide how to get the job done</li> </ul>

Technical	<p><b>Finance, Procurement and Contracts - Leads " Masters it"</b>  <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i></p> <ul style="list-style-type: none"> <li>• Ensures the design/delivery of services is within budget</li> <li>• Explains the organisation's financial drivers to others in plain language</li> <li>• Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>• Seeks and applies specialist financial advice to inform decisions</li> <li>• Ensures that organisational policy on procurement and contract management is implemented</li> <li>• Implements effective governance arrangements to monitor provider, supplier and contractor performance</li> <li>• Represents the organisation in resolving disputes with suppliers and contractors</li> </ul>
Workforce Leadership	<p><b>Manage and Develop People - Demonstrates "Achieves it"</b>  <i>Engage and motivate staff, develop capability and potential in others.</i></p> <ul style="list-style-type: none"> <li>• Clearly communicates roles and responsibilities in the team</li> <li>• Discusses and sets clear performance goals and standards</li> <li>• Gives regular feedback with the aim of improving performance and helping others learn and develop</li> <li>• Recognises development needs of individuals and identifies suitable learning opportunities</li> <li>• Recognises ongoing performance issues and works towards resolving them</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

<b>Name of Employee</b>	
<b>Signed by Employee:</b>	
<b>Date Signed:</b>	