CASSOWARY COAST REGIONAL COUNCIL

Position Description

Position Title:	Procurement Lead
Position Number:	20105
Team:	Procurement
Division:	Corporate & Community Services
Reporting To:	Manager Procurement
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023

THE ROLE

The Procurement Lead, reporting to the Manager Procurement, will strategically contribute to the overall business by supporting the achievement of Council financial sustainability and compliance. This will occur through the provision of customer focused service encompassing the development and implementation of best practice procurement strategies, frameworks, systems and processes to improve the efficiency and effectiveness of the procurement function.

This role will act as a point-of-contact for internal customers to provide effective procurement advisory services and partner with key stakeholders to provide specialist procurement advice and deliver training to ensure procurement activities comply with applicable legislation, policies and procedures and manage risk to ensure best practice delivery of Council procurement functions.

KEY OUTCOMES

- Improved organisational wide capability to support centre-led procurement model
- Continuous business improvement to service delivery of procurement initiatives
- Contracts, financial transactions and processes are monitored and reviewed for quality assurance to ensure adherence to Council's internal control systems and processes
- Professionalism and integrity in communications with all stakeholders

KEY ACCOUNTABILITIES

- Act as the internal point of contact, providing advice, assistance and training to ensure compliance with procurement policies, procedures and control systems
- Undertake or provide assistance in preparing, issuing and evaluating tenders, quotes and expressions of interest for a range of goods and services and negotiate contract arrangements with tenderers to ensure best value for expenditure
- Provide advice and support on procurement probity, risk management and ethical procurement practices, including acting as a probity advisor on significant/high risk procurement activities/evaluation panels
- Collaborate across all Council departments, with key stakeholders and leaders to develop and leverage key relationships in the engagement of service providers and management of contractors

- Undertake market research and supplier engagement activities to understand market conditions, assess supplier capability and identify opportunities to improve competition, supplier participation and value for money
- Plan, develop, source, negotiate and administer procurement arrangements to establish supply arrangements and maximise business opportunity, to meet Council business needs and obligations, including active management of expenditure and/or procurement contracts
- Provide support on contractual matters and varying conditions through detailed review of contract terms and conditions
- Assist in the development, monitoring and review of Council's forward procurement planning and identify opportunities for coordinated procurement, aggregation of expenditure and improved supplier arrangements
- Develop, coordinate and deliver key training programs to provide increased capability in best practice
- Undertake procurement compliance reviews and quality assurance activities to identify non-compliance, assess procurement practices and recommend improvements to strengthen governance, accountability and internal controls
- Support change management processes: delivery of training, creation of documentation and guides and system optimisation
- Assist with updating and maintaining quality assurance documents including templates and work instructions
- Maintain and administer dedicated procurement systems
- Prepare monthly and quarterly reports and support any additional report requests to analyse procurement activity and ensure compliance with all relevant legislation, policies and procedures
- Record financial and management information in Council's financial systems in accordance with policies and procedures
- Prepare and present reports for consideration to Council and Procurement Review Board
- Assist with internal and external procurement audits, including coordinating information, responding to audit findings and supporting the implementation of corrective actions
- Provide assistance with Store functions and audit processes for procurement and inventory modules, as required
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Manager Procurement which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Focuses on performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds flexibly to change
- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Demonstrated experience in delivering end-to-end procurement and contract management in a government or highly regulated environment.
- Sound knowledge of Queensland public sector or local government procurement legislation, policy and governance requirements.
- Proven ability to manage tendering, evaluation and contract establishment processes with a high standard of probity, compliance and recordkeeping.
- Demonstrated ability to provide practical procurement advice and build effective relationships with internal stakeholders, suppliers and evaluation panel members.
- Strong analytical, negotiation and problem-solving skills, with the ability to assess risk, value for money and supplier performance.
- High-level written communication skills, including preparation of procurement documentation, evaluation reports, briefings and contract correspondence.
- Demonstrated ability to coordinate procurement activities, mentor staff and contribute to continuous improvement in procurement systems and practices.
- Current Queensland “C” class drivers license
- Ability to demonstrate behavioural competencies

Desirable:

- Bachelor’s Degree in a Business or a related field and/or Chartered Institute of Procurement and Supply (CIPS)
- Experience with Local Buy, TechnologyOne, standing offer arrangements, or whole-of-government supply arrangements.
- Knowledge of Local Government functions, activities, and administrative processes