

PROCUREMENT SPECIALIST

POSITION & PERSON DESCRIPTION

January 2025



City of
Norwood
Payneham
& St Peters

POSITION DETAILS

DEPARTMENT:	Chief Executive's Office
UNIT:	Finance
SECTION:	-
ORGANISATIONAL RELATIONSHIP:	Reports to Chief Finance Officer The Position is also expected to work in collaboration with key staff across the organisation, in order to meet the necessary objectives and goals.
DIRECT REPORTS:	Nil.
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	General Officer, Level 6
SPECIAL CONDITIONS:	Nil.

POSITION OVERVIEW

The Procurement Specialist reports directly to the Chief Financial Officer and coordinates the organisation's procurement activities associated generally with procurement and sourcing strategies.

In addition, the Procurement Specialist is the '*gate keeper*' of the organisation's Procurement Policy and Procedure and ensures that the organisation's procurement activities are legally compliant.

The Procurement Specialist also acts as the organisation's expert on procurement and acts as a Business Partner and assists Units from across the organisation with the purchasing requirements and provision of advice.

The Procurement Specialist will undertake a range of duties associated with the development, management and monitoring of contracts and supplier panels from inception to completion.

The Procurement Specialist will ensure that all managed contracts remain relevant to the needs of the stakeholders with a focus on value for money, collaborative, market-based decisions, transparency and compliance with probity requirements.

POSITION OBJECTIVES

- Coordination of the organisation's procurement and sourcing processes from inception to completion.
- Identify, develop, deliver and continuously improve procurement strategies and practices to achieve best practice to ensure value for money and compliance with probity requirements.
- Provide advice, guidance and support (including system support) to staff to ensure that procurement activities comply and align with Council's Procurement Strategy, policy, procedures and *CityPlan 2030: Shaping Our Future*.

KEY RESPONSIBILITIES

1. PROCUREMENT AND SOURCING

- Manage procurement activities in collaboration with key stakeholders, ensuring that risk, probity and transparency requirement are addressed.
- Coordinate tender administration services, including publishing tenders and compliance
- Develop and maintain professional relationships with internal clients, vendors, and staff to ensure procurement services are responsive to current and future needs.
- Develop and monitor office systems and procedures to facilitate efficient operations.
- Oversight of the Panel Management System and administration as required for quotation process and establishment of new panel arrangements.
- Contribute toward the continual improvement of processes and procedures in Procurement area

Performance Indicators

- All facets of tender processes (for goods, works, services) are administered in accordance with Procurement Strategy and Policy.
- Tender processes are undertaken in accordance with the Council's Procurement Policy, guidelines and procedures.

2. CONTRACT MANAGEMENT

- Management of contracts, including periodical performance reviews, audits, variations, disputes resolution, close out reports, and contract managements tasks.
- Manage medium procurement activities in collaboration with key stakeholders ensuring that risk, probity, and transparency requirements are addressed.
- Monitor and advise on financial, contract management and procurement systems compliance, in a accordance with the Council Policies and procedures.
- Negotiate and consult with internal stakeholders regarding procurement compliance within the required timeframes.

Performance Indicators

- All contractual agreements are recorded in the applicable systems and managed effectively.

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3. PURCHASING / FINANCIAL

- Provide training and support to staff on processes and procedures associated with purchasing (including policy, procedures, templates, intranet tools and systems).
- Development of contractual facilities for ongoing purchases understanding order arrangements, panels and direct supplier contracts. Support the business in accessing and using these arrangements.
- Reporting on Procurement Exemptions (including trends) and purchasing activities with the potential to breach policy.
- Support the periodical auditing of purchasing activities.

Performance Indicators

- All policies, procedures, templates, intranet tools and systems are up-to-date and staff are appropriately and regularly trained.
- Scheduled audits are conducted and reports prepared into purchasing activities.

4. DATA AND RECORDS MANAGEMENT

- Manage the maintenance of relevant databases ensuring information is accurate, stored correctly and accessible.
- Assist in the maintenance of files whether electronic and/or hardcopy to ensure full audit compliance.
- Monitor and administer relevant Council contractor insurance Certificates of Currency to ensure that appropriate insurance coverage is held and maintained.

Performance Indicators

- Databases are maintained and all information is up-to-date.
- All contractors are appropriately insured and Council records maintained.
- All files comply with audits performed.
- Prepare and present compliance reports to the Chief Executive Officer and the Chief Finance Officer, as requested.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Minimum of 5 years' experience in a procurement role.
- Advanced knowledge of strategic sourcing processes including market analysis, tendering and evaluation.
- High level of numeracy and accuracy.
- Sound knowledge of probity, risk management and relevant legislation relating to contract conditions.
- Advanced knowledge of contract and commercial law, and general conditions of contract.
- Ability to undertake the Procurement process and provide guidance to our internal stakeholders for medium / high risk sourcing.
- Engaging in the evaluation and implementation of new procurement processes and systems.
- The accurate processing of data input and systematic filing of all related documents.
- A sound knowledge of the tendering and contract management process specifically to achieve probity compliance.
- Understanding of strategic procurement options available to the Council.
- Well developed negotiation skills with demonstrated experience in achieving value for money outcomes.
- Excellent verbal and written communication skills.
- High level time management skills to prioritise competing deadlines.
- A "*finger on the pulse*" of emerging procurement industry trends.
- An understanding of procurement activities and the industry, specifically in the ability to obtain value for money.
- Possess a high level of personal integrity, a positive attitude and strong work ethic.
- Ability to work collaboratively and provide a positive contribution, as well as being able to work autonomously with limited direction and supervision.
- Ability to exercise initiative and judgement in applying established procedures and approaching problems.
- Ability to communicate clearly and concisely both internal and external to the organisation.

DESIRABLE CRITERIA

- Relevant Tertiary Qualification in Procurement, Business Management, Accounting, Economics, Contract Management or similar (i.e. CIPS accreditation).
- Local Government experience.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Current Drivers Licence.

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- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Insert Name of Incumbent.
PROCUREMENT SPECIALIST

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.