

# Northern Peninsula Area Regional Council

## POSITION DESCRIPTION

|                        |                                                                                                   |                            |             |
|------------------------|---------------------------------------------------------------------------------------------------|----------------------------|-------------|
| <b>Position number</b> | TBA                                                                                               | <b>Date of last review</b> | August 2026 |
| <b>Position Title</b>  | Procurement Officer                                                                               |                            |             |
| <b>Award</b>           | <i>Northern Peninsula Area Regional Council Certified Agreement (Stream A) Award – State 2023</i> |                            |             |
| <b>Classification</b>  | <b>Band 2 Level 1 – 4 (Dependant on Skills and Qualifications)</b>                                |                            |             |
| <b>Division</b>        | Corporate Services                                                                                |                            |             |
| <b>Section</b>         | Finance                                                                                           |                            |             |
| <b>Location</b>        | Bamaga                                                                                            |                            |             |
| <b>Employment Type</b> | Full Time or Part Time Permanent                                                                  |                            |             |
| <b>Hours of Duty</b>   | 38 hours per week                                                                                 |                            |             |
| <b>Supervisor</b>      | Manager Finance                                                                                   |                            |             |
| <b>Direct Reports</b>  | Nil                                                                                               |                            |             |

### ORGANISATIONAL ENVIRONMENT

**Mission:** Build a sustainable, culturally vibrant, and connected community.

**Vision:** By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

#### Our Values - What do we believe in?

- Community Focused
- Respect and support for environment, culture, and our people
- Transparency and accountability
- Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community.
- Providing a safe and healthy working environment

### PRIMARY OBJECTIVE OF POSITION

The Procurement Officer supports the Council by delivering efficient, compliant, and value for money procurement activities. The role ensures that all purchasing processes align with the Queensland Local Government Act 2009, Local Government Regulation 2012, Council's Procurement Policy, and all other Council policies, regulations and guidelines. The Procurement Officer shall provide high quality procurement support to internal stakeholders, suppliers, and contractors while maintaining strong digital communication and documentation practices.

### KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

#### **Procurement & Purchasing**

- Co-ordinate end to end procurement activities including sourcing, quotations, tenders, evaluations, and contract establishment.

- Ensure all procurement actions comply with legislative requirements, Council policies, procedures and audit expectations.
- Maintain accurate procurement records, registers, and digital documentation.
- Support business units in developing procurement plans, scopes of work, and specifications.
- Engage with Local Buy, Local Government Association Queensland and neighbouring Councils to provide best practice and improved procurement solutions.
- Conduct market research analysis to identify suitable suppliers, pricing trends, and procurement risks.

### ***Contract & Supplier Management***

- Assist with contract administration, including monitoring performance, renewals, variations, and compliance.
- Maintain supplier arrangements and databases and ensure supplier on boarding meets Council policies, procedures, guidelines and standards (insurance, WHS, ABN checks, etc.).
- Build positive relationships with suppliers while upholding probity and fairness.

### ***Governance & Compliance***

- Apply sound judgement to ensure procurement decisions are transparent, defensible, and aligned with Sound Contracting Principles.
- Support internal and external audits and reporting requirements.
- Ensure procurement activities meet Council's sustainability, local supplier, indigenous and social procurement objectives.

### ***Systems & Reporting***

- Use Council's financial and procurement systems (e.g., Civica, PCS or equivalent) to process purchase orders, contracts, and supplier information.
- Prepare procurement reports, dashboards, and compliance summaries for management.
- Contribute to continuous improvement of procurement processes and digital workflows.
- Stakeholder Support
- Provide guidance to staff on procurement procedures, templates, and best practice.
- Maintain the internal procurement website.
- Deliver training or support sessions for business units on procurement procedures, compliance and digital systems use.

## **KEY PERFORMANCE INDICATORS (KPIs)**

1. Procurement activities completed within required time frames.
2. Compliance with legislation, policy, and audit requirements.
3. Accuracy and compliance of procurement documentation and record keeping.
4. Stakeholder satisfaction with procurement support.
5. Reduction in procurement risks and improved value for money outcomes.
6. Effective use of digital systems and remote communication tools

## **ESSENTIAL CRITERIA**

- *Experience:* Proven background in procurement, purchasing, or contract administration.
- *Compliance:* Strong knowledge of Queensland Local Government procurement legislation and probity standards.
- *Systems:* High-level digital literacy and experience using finance or ERP platforms.
- *Communication:* Excellent written and verbal skills for diverse stakeholder collaboration.

- *Autonomy:* Ability to manage multiple tasks, strict deadlines, and vendors independently.

## **DESIRABLE CRITERIA**

- *Context:* Prior experience within a remote, regional, or Indigenous local government setting.
- *ERP Systems:* Practical experience using Technology One, Civica, or similar council software.
- *Risk & Safety:* Good understanding of WHS, insurance, and risk management for contractors.
- *Qualifications:* Relevant tertiary qualifications or industry certifications (e.g., CIPS or Diploma).

## **KEY COMPETENCIES**

- *Integrity:* Demonstrates ethical behaviour, transparency, and strict adherence to probity.
- *Precision:* Exceptional attention to detail in documentation, compliance, and auditing.
- *Problem Solving:* Proactively identifies supply chain risks and implements practical solutions.
- *Engagement:* Builds trusted relationships to guide internal teams and external local suppliers.
- *Adaptability:* Proven resilience to live and work effectively within the remote NPARC environment.

## **REQUIREMENT & LICENSES**

- *Clearance:* Must pass and maintain a valid National Police Check.
- *Licence:* Holds a current, valid Queensland Class C Driver Licence.
- *Conduct:* Commitment to confidentiality, data security, and the Council's Code of Conduct.

## **CONDITIONS OF EMPLOYMENT**

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

## **WORK HEALTH AND SAFETY RESPONSIBILITIES**

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.