

Position Title	Procurement Support Officer
Department	Corporate
Division	
Unit	Procurement
Team	Procurement
Supervises	Nil
Reports To	Procurement Operations Lead
Grade	F
Date Prepared	3/03/2026
Date Last Updated	14/10/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary Purpose of Position

The Procurement Support Officer provides administrative, research, and data support to the Procurement team to enable the effective delivery of procurement and contract management activities across Council. The role supports sourcing, documentation, reporting, and systems administration, contributing to compliant, efficient, and customer-focused procurement outcomes.

Accountabilities

- Provide administrative and coordination support across procurement and contract management activities, including document preparation, record keeping, data entry, and systems administration.
- Assist with procurement planning and sourcing activities, including market research, supplier information gathering, preparation of tender and quotation documentation, and coordination of evaluation processes.
- Support the preparation and maintenance of procurement and contract documentation, ensuring records are accurate, complete, and managed in accordance with Council policies, procedures, and legislative requirements.
- Maintain and update procurement and contract management systems, registers, and databases to support effective reporting, compliance, and audit readiness.
- Assist in the collection, processing, and analysis of procurement and contract data and identification of trends or improvement opportunities.
- Provide support to Procurement Business Partners and senior procurement team members in the delivery of projects, initiatives, and continuous improvement activities.
- Contribute to the development of templates, guides, tools, intranet hub and resources to enhance the procurement capability across the organisation.
- Provide a high level of customer service to both internal and external customers, with a particular focus on enhancing the customer experience.
- Additional duties as required within the limits of the employee's skill, competence and training.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Personal Character		
Act with Integrity	Adept	• Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Results		
Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules

- Provides feedback to inform future planning and work schedules

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Relevant tertiary qualifications and/or extensive job-related experience.

Essential Experience

- Demonstrated experience in administrative, coordination, or support roles, preferably within a procurement, contracts, finance, or corporate services environment.
- Sound written and verbal communication skills, with the ability to prepare clear documentation and interact professionally with internal and external stakeholders.
- Strong attention to detail and data accuracy, with the ability to manage records, process information, and follow established procedures.
- Well-developed organisational and time management skills, with the ability to prioritise tasks and meet deadlines in a busy environment.
- Demonstrated ability to use digital systems and Microsoft Office applications, with the capacity to learn procurement and contract management systems.
- A proactive and willing approach to learning, with a demonstrated interest in developing a career in procurement and contract management.
- Ability to work collaboratively as part of a team and deliver a high standard of customer service.
- Demonstrated commitment to Council's values.

Desirable Qualifications and or Experience

- Understanding and/or experience of local government, its opportunities and challenges.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐