



Contracts & Procurement Officer

- Full time, Ongoing
- Band 6, Starting salary \$94,713 plus superannuation

The Role

This is a highly collaborative role that combines analytical thinking, commercial acumen and stakeholder engagement to help Council achieve its organisational objectives, deliver quality services and maximise value from public expenditure.

As the Contracts and Procurement Officer, you will play a key role in the management and future planning of Council's procurement activities in line with the Council's Procurement Policy, including a business partner role working closely with key internal stakeholders to support their end-to-end procurement and contract management. You will lead complex and high-value procurement activities, ensuring compliance with legislative and governance requirements while identifying opportunities to drive innovation, sustainability, efficiency and continuous improvement.

About You

You are an experienced procurement specialist with a background in providing expert advice and fostering strong stakeholder relationships to deliver compliant, value-for-money outcomes.

You will be a proactive and collaborative professional with well-developed procurement, communication and problem-solving skills, who can work independently, exercise sound judgement and effectively manage competing priorities in a dynamic environment.

This role requires a satisfactory police records check and employee Working with Children Check.

Benefits

- Annual salary increases | 17.5% annual leave loading
- Flexible and hybrid work options | Full time position | Secure and stable employment
- Paid parental leave | Purchased leave | Study leave | Training & development opportunities

Visit our Employee Benefits [website](#) for more of our benefits.

Position Description

Please view the position description and detailed position demands document in "Job Attachments"

Contact

If you require any further information regarding this position, please contact **Eddie Castle, Team Leader Procurement, (03) 5434 6250**.

To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Wednesday 16 September 2026**.



About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes' drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.

Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!