

Position Title:	Purchasing Officer		
Position Code:	P181	Evaluated:	26/02/2025
Award Classification:	Band: 2	Level:	1
Salary System Grade:	Grade: 3	Minimum Level:	Entry
Approved:	Matthew Lysaught		Date: 22/10/2026

Primary Purpose of the Position

The Purchasing and Improvement Officer will be responsible for managing Council's store facilities and security, organising purchasing, receipting, issuing, inventory controls, and allocation of equipment. The Purchasing Officer will work closely with Council Staff, Supervisors, Coordinators, and Managers to ensure key resources are available to support Council operations, ensuring the maintenance of required stock levels and critical spares.

The Purchasing Officer will assist to develop and implement initiatives to achieve inventory efficiencies and continual improvement of purchasing processes in line with Council's corporate Information Communication Technology (ICT) strategy and systems.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

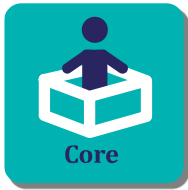
1. Effectively and efficiently manage Council's store facilities to support Council's operations, including acquiring inventory items, taking delivery, storage, issue, and distribution of items, as well as ensuring security and sound record keeping;
2. Coordinate operational purchasing processes, including all goods, services, and stores items at the most advantageous terms for Council, in accordance with Council's Procurement Framework and provide purchasing support to whole-of-council as required;
3. Maintain an understanding of Australian Industry Standards, regulations, and requirements in relation to inventory items, and assist in managing Council's Chain of Responsibility (CoR) obligations under Heavy Vehicle National Law (HVNL);
4. Work collaboratively with the Manager Works to service Council's Works Depot and provide advice to Works Coordinators and Supervisors on procurement in accordance with Council's Procurement Framework;
5. Work collaboratively with the Manager Works, Works Coordinators and Coordinator Procurement and Contracts to optimise stock levels, stores operation and reporting, as well as implementing procedures to ensure business continuity;
6. Review stores operations for continual improvement opportunities and implement initiatives together with the Manager Works and Coordinator Procurement and Contracts;
7. Maintain a strong working knowledge of and efficiently operate Council's Enterprise Resource Planning system to ensure accuracy and traceability of requisitions, orders, receipt documents, and invoices;
8. Maintain currency of relevant registers such as critical spares, small assets utilisation, and chemical register;
9. Assist the Finance Department in conducting stocktakes and ensure stores items are accurately accounted for to ensure satisfactory stocktake results; and
10. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Effective Communication - Listen, interpret and convey information in a clear and respectful manner	- Explain things clearly and respectfully - Allow others time to speak, and actively listen to others - Approach conflict objectively, and refer to a supervisor where appropriate
	Ethical Behaviour - Be professional, ethical, and demonstrate behaviour in line with the Spirit Values	- Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values - Be aware of and follow relevant legislation and policy frameworks - Speak up against misconduct, illegal and inappropriate behaviour
	Achievement - Achieve quality outcomes in line with organisational objectives	- Complete work tasks within acceptable timeframes and standards - Clarify role and responsibilities when unsure of tasks - Understand that your own work relates to achieving organisational objectives

Key Tickets, Qualifications and Other Skills

1. Certificate IV in Procurement and Contracting or other equivalent qualifications or experience.
2. Experience with computerised purchasing and inventory control systems.
3. General Construction Induction (White Card)
4. Forklift Operator's Certificate.
5. Front End Loader Certificate (desirable).
6. Chemical handling certification (desirable)
7. Current Class C (1A) Driver's Licence.
8. Experience in using Civica's Altitude System (desirable) Preferred experience in Local Government and database administration roles (desirable).
9. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
10. Demonstrated **Developed** key capabilities as defined in the Key Capabilities Table (above).