Position Description: **Procurement Administration Officer**

POSITION DETAILS

Position grade	Grade 9		
Position type	Permanent, full-time		
Reports to	Senior Coordinator Procurement and Contracts		
Department	Governance and Risk		
Job function group	Professional		
Staff reporting responsibilities	Nil	**Budget responsibility**	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The Governance team sits within the Governance and Risk Directorate and are focused on delivering effective education across the organisation with regard to procurement and governance processes and partnering with various units to achieve the best outcomes for the organisation.

The team are responsible for the delivery of Access to Information (GIPA) services, planning and executing civic events, policy and delegation management, providing administrative support to Council and various committees, providing governance advice, ensuring that Council procurement activities are in accordance with legislation and guidelines, delivering robust tender processes and ensuring all contracts are managed effectively.

This role is responsible for supporting the setup and management of Council's suppliers by ensuring proper onboarding, insurance accreditation, and effective maintenance of the supplier database. It involves managing centralised purchasing arrangements, analysing complex supplier and organisational data using analytical tools to support procurement planning and decision-making, and preparing reports to track supplier performance and procurement outcomes. The role also requires clearly communicating technical analyses to stakeholders, staying up to date with developments in procurement analytics, and identifying and escalating any non-compliance with Council's procurement framework in a timely manner.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in Procurement or extensive experience in undertaking such a role.
- Ability to effectively manage and monitor procurement records for all procurement activities
- Ability to effectively to assess and analyst all procurement activities in compliance with Legislative and Council requirements.
- Ability to develop robust, detailed spend models using data from a variety of sources, providing internal procurement and contract analysis.
- Computer literacy, particularly in the MS Office suite of products.
- Advanced written and verbal communication skills.
- Proven ability to work productively as a member of a team and contribute to team goals.

Desirable

- Demonstrated knowledge of the Local Government environment.

EMPLOYMENT SCREENING CHECKS

☐ Qualification/s verification

DUTIES AND RESPONSIBILITIES

- Assist in the set up and management of Councils Suppliers, ensuring new Suppliers are onboarded and appropriately accredited for Insurances and effectively maintain the Supplier database.
- Populate and maintain complex databases and apply analytical tools, techniques and systems to analyse and interpret a wide range of supplier and organisational information and options to support procurement planning and decision making.
- Develop and provide reports to support effective management of supplier performance and to track and report on benefits delivered.
- Communicating technical reports and analyses in a meaningful way to procurement stakeholders given the complexity of procurement analysis and the time-pressured working environment.
- Continually building understanding of contemporary developments in procurement analytics and capability in applying analytics tools and methods given the rate of change in these areas.
- Management and oversight of any centralised purchasing arrangements as required across the organisation.
- Ensure any non compliance with Council's procurement framework is identified and raised appropriately in a timely manner.

YOUR CORPORATE ACCOUNTABILITES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To

meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Councils Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- Comply with the *Work Health and Safety Regulations 2017* and undergo health monitoring, in accordance with Council's Health Monitoring Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name	
Employee signature	
Date of acceptance	