

Position Title: Coordinator Procurement and Contract Management

Position Details

Position Number	1210
Position Classification	Level 9/1 – 9/7
Status	Permanent – Full Time
Directorate	Corporate and Commercial
Work Location	Administration Building
Reports To	Manager Procurement and Contract Management
Supervisory Responsibility	Procurement and Contract Management Officers

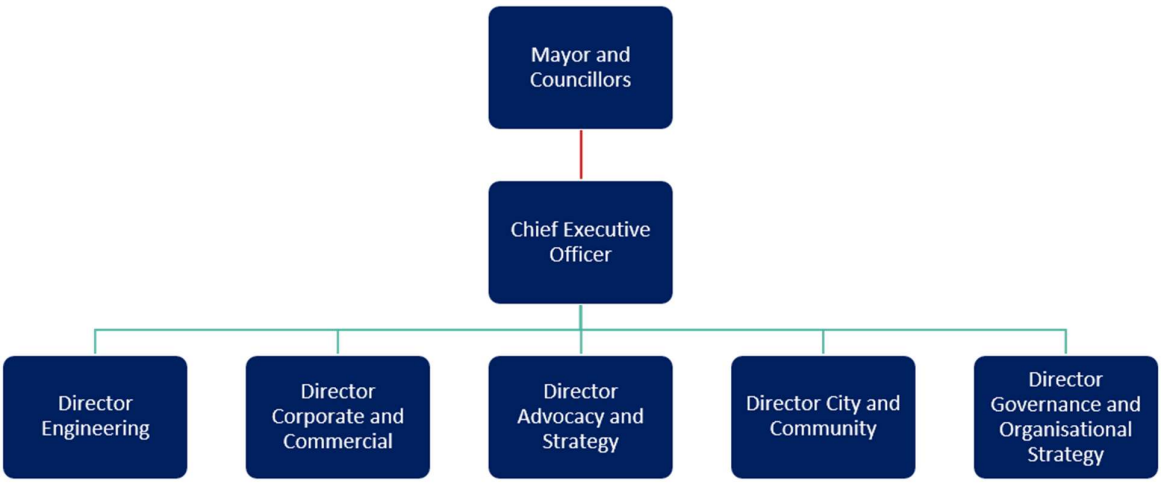
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- **A** **Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- **C** **Collaboration** We work together with shared purpose to achieve common goals.
- **T** **Teamwork** We support one another, celebrate success and grow stronger together.
- **R** **Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **I** **Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- **T** **Transparency** We communicate openly, share information freely and foster trust.
- **E** **Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we *ACTRITE.*

Position Overview and Purpose

The Coordinator Procurement and Contract Management leads the day-to-day delivery of the City's procurement and contract management function, providing practical advice and support to staff across procurement, tendering and contract management activities.

The role works closely with business units and contract owners to support appropriate and compliant procurement processes, effective management of supplier and contractor performance and timely resolution of contractual issues. The Coordinator leads and supports the Procurement and Contract Management Officers in delivering a consistent, responsive and service-focused business partnering approach across the organisation, while building procurement and contract management capability through practical guidance and knowledge sharing.

Position Accountabilities

Key accountabilities

- Lead and coordinate the day-to-day delivery of procurement and contract management services across the organisation, coordinating team activities, priorities and workload, and leading and supporting the Procurement and Contract Management Officers to deliver a consistent, responsive and service-focused business partnering approach.
- Provide practical, expert procurement and contract management advice and support to business units and the Procurement and Contract Management team.
- Promote consistent, transparent and effective procurement practices across the organisation.
- Support the implementation and ongoing application of procurement and contract management policies, procedures, systems and controls.
- Apply relevant legislative, policy and governance requirements, identifying and escalating significant, complex or higher-risk matters as appropriate.
- Coordinate and support procurement and tender activities, including quotations, tenders, panel and strategic supply arrangements, providing practical support throughout planning, documentation, evaluation and contract establishment.
- Partner with business units to determine and implement appropriate and proportionate procurement methods, having regard to legislative and policy requirements, value, risk, complexity and operational needs.
- Maintain effective oversight of contract information, key obligations, expiry dates and contractor insurance requirements.
- Partner with contract owners throughout the contract lifecycle, providing active, practical support to manage supplier and contractor performance, contractual obligations, risks and issues, including performance concerns and potential breaches.
- Prepare and coordinate contractual correspondence, including breach and non-performance notices, variations, extensions and other contractual matters, escalating significant or complex matters where required.
- Build procurement and contract management capability across the organisation through training, practical guidance, tools and knowledge sharing.
- Identify and implement improvements to procurement and contract management practices, processes and service delivery.

Key Performance Indicators

- Day-to-day procurement and contract management services are effectively coordinated and delivered in accordance with legislative, policy and governance requirements.
- Procurement and tender activities are delivered within agreed timeframes using appropriate and proportionate procurement methods.
- Contract owners receive timely, practical support to manage supplier performance, contractual obligations, risks and issues.
- Procurement and contract management capability across the organisation is strengthened through practical guidance, training and knowledge sharing.
- The Procurement and Contract Management Officers are effectively coordinated and supported to deliver a consistent, responsive and service-focused business partnering approach.

Judgement & Decision Making

- Exercise sound judgement in coordinating day-to-day procurement and contract management activities within delegated authority, legislative requirements and Council policy.
- Provide practical advice to business units on procurement, tendering and contract management matters, including identifying appropriate and proportionate procurement approaches.
- Assess procurement and contractual issues, determine appropriate courses of action and escalate significant, complex or higher-risk matters to the Manager where required.
- Guide and support Procurement and Contract Management Officers in resolving day-to-day matters and providing consistent advice and support across the organisation.
- Work collaboratively with contract owners and other stakeholders to resolve supplier and contract management issues and achieve practical outcomes.

Skills & Knowledge

- Relevant qualification and/or demonstrated experience in procurement, contract management, commercial management, business or a related discipline.
- Sound knowledge and practical application of procurement legislation, regulatory requirements and governance frameworks, with the ability to determine appropriate and proportionate procurement methods having regard to value, risk, complexity and operational requirements.
- Strong practical experience in procurement, tendering and contract management, including supplier and contractor performance, contractual obligations, variations, breaches and other contractual matters.
- Sound commercial judgement, negotiation, problem-solving and stakeholder management skills.
- Demonstrated ability to provide practical advice and support to business units and translate procurement and contract management requirements into workable solutions.
- Demonstrated ability to guide, support and develop team members, share specialist knowledge and contribute to building procurement and contract management capability across an organisation.
- Current satisfactory National Police Clearance and WA “C” Class driver’s licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate success and grow stronger together.
- **Respect** – We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** – We act with honesty, fairness and ethical responsibility in all we do.

- **Transparency** – We communicate openly, share information and foster trust.
- **Excellence** – We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.