

Position Description

Position Title	Procurement Officer		
Department	Corporate & Sustainability	Position Number	C&S10
Grade	Grade 5	Location	Coonamble Depot Complex and Administration Building
Status	Permanent Full Time	Hours	35hrs week / 70hrs per fortnight
Reports To	Manager Finance & Procurement	Industrial Instrument	Local Government (State) Award 2026
Date Revised	01/07/2024	Version Number	1
Direct Responsibilities	Procurement and Store Operations		

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position ensures the provision of financial and administration services through the support of Council's stores and creditor functions, as well as engaging in effective procurement services to effectively meet organizational and business objectives with a focus on value for money and excellent customer service to all departments.

The position includes inventory control, stores requisitions, data entry, and maintaining records. Analyse and report on key financial data ensuring the receipt of timely, accurate and relevant data, information, costing and reporting.

Position Benefits

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Procurement and Stores Operations

- Support the store on a day-to-day basis, including the availability of stores, plant and materials to ensure the completion of scheduled works. Work “hands on” where appropriate.
- Oversee Council's stores and fuel systems, ensuring effective stock control, accurate documentation and accountability.
- Support with the preparation of purchasing documents related to any procurement activities.
- Support activities to ensuring that compliance with procurement requirements is being adequately achieved.
- Maintain and update procurement records and generate reports on procurement and contract activity to meet compliance requirements and provide access to procurement information
- Engage with external regulators and industry experts when required.
- Accurately maintain computerised record of stock movements to produce monthly inventory reports.
- Bi-annual stock take results reported to management with variations documented and valid.
- Preparation of statutory returns and assist stock take activities (e.g. plant registration etc.)
- Procure assets, goods and services as required with oversight from Manager Quotes, estimates and procurement activities are of a high standard and within Council's policies and procedures especially in regards to procurement legislative requirements.
- Support Procurement and stores financial accounting processes and recording, including orders and correct job allocation.

Creditors

- Provide support of creditors function to ensure processing of creditor payments within the creditor system to suppliers of goods and services within agreed terms and to maximise discounts.
- Ensure correct job costing of invoices prior to payment.
- Payment authorisation is in accordance with Council's policies and procedures and within the financial delegation of the relevant staff member.
- Cash flow managed to promote a positive image of Council and minimise any disruptions to service.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.

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- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

Corporate & Sustainability Department	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
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Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
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Direct Reports

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Financial delegation as contained in Council's Procurement Policy.
- All other delegations as outlined in the sperate document - Delegations of Authority.

Position Description

Essential Requirements

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (3+ years).
- Knowledge of Procurement and Stores Operations preferably applicable to the local government context, with the ability to apply this knowledge.
- Ability to perform manual tasks with dexterity and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Demonstrated high attention to detail and excellent time management skills.
- Proven ability to cope with high volume workloads.
- Proven professionalism and discretion in dealing with confidential or sensitive information.
- Demonstrated ability to communicate clearly and effectively both verbally and in written form with internal and external customers
- Understanding of and ability to manipulate and extract information from databases.
- Proven exceptional customer service skills with the ability to deal with sensitive matters and to apply effective conflict resolution skills.
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card

Desirable Requirements

- HRW Forklift Licence (LF)
- Safe handling and storage of chemicals.
- Completion of relevant training courses and certificates.
- Local Government experience.
- Certificate III in Accounting, Business Administration, Warehousing or other relevant qualification

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software with a high attention to detail.
- Demonstrated experience in a similar role (3+ years).
- Knowledge of Procurement and Stores Operations preferably applicable to the local government context, with the ability to apply this knowledge.
- Certificate III in Accounting, Business Administration, Warehousing or other relevant qualification.
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes responsibility for the quality and timeliness of the team's work products and shares the broader context for projects and tasks with the team.
- Initiates action on team/unit projects, issues and opportunities and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

Position Description

I acknowledge and understand the requirements of the role as contained within this position description.

<i>Signed:</i>	
<i>Name:</i>	
<i>Date:</i>	