



City of
Kalgoorlie
Boulder

Position Description

Position Title: Procurement and Contracts Officer

Position Details

Position Number	1209
Position Classification	Level 6
Status	Permanent – Full Time
Directorate	Corporate and Commercial
Work Location	Administration Building
Reports To	Manager Contracts and Procurement
Supervisory Responsibility	No direct/indirect supervisory responsibilities

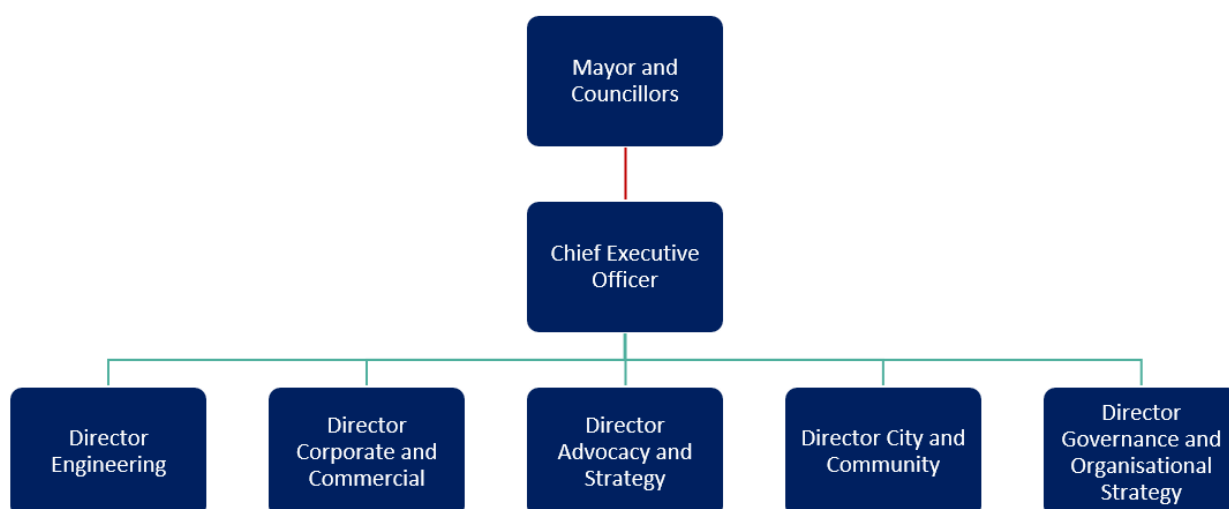
Organisational Overview

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.

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.

MISSION

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

Position Overview and Purpose

This position is responsible for the delivery of quality procurement and contracting management practices across the City to achieve best “value for money.” The role will effectively support the City’s procurement and contract function, ensuring provision of high standard of advice and strategic input as the subject matter expert relating to procurement and contract management. Partner with departments regarding their procurement requirements to align their business objectives with procurement compliance and best practice sourcing strategies.

Position Accountabilities

Key accountabilities

- Assist in administering the City Procurement and Contract Management framework
- Assist in administering and implementing purchasing strategies across the City and ensuring compliance.
- Partner with departments to develop suitable sourcing strategies for their Procurement requirements that comply with policies and legislation, whilst enhancing innovation and ‘value for money’ for the City.
- Coordinate end-to-end procurement activities on behalf of or in collaboration with project managers and purchasers including pre-market assessments, market testing (i.e. quotes, tenders, EOI’s etc), evaluations, contract awarding, and supplier/contractor performance management.
- Proactively facilitate and support the delivery of the Procurement strategy and framework in collaboration with assigned department. This will include but not limited to educating, influencing, guiding, coaching and collaborating with internal stakeholders.
- Effectively establish and implement contracts in accordance with Legislation, Council policy and best practice procurement.
- Partner with department to forecast needs and develop proactive procurement strategies.
- Facilitate negotiation strategies in collaboration with partnered departments for Council contracts.
- Assist in establishing KPI’s for suppliers/contractors through use of effective Contract Management principles.
- Facilitate all procurement and contracting activities in a manner that reduces organisational expenditure, maintains acceptable and appropriate probity levels and minimises risk, through the provision of high-level, strategic, professional and informed advice to departments.
- Assist partnered departments to generate forecasts, or market assessments to provide sound advice for budget development purposes relative to procurement activities.
- Adhere to relevant Work Health and Safety policies and practices and carry out responsibilities outlined in City Safety Management Plan.
- Understand and comply with conditions as set out in the Risk Management Policy and ensure adherence is carried through all projects in assigned department.
- Adhere to relevant Records Management policies and practices to ensure compliance with State Records Act 2020.
- Provide a high-level of customer service to internal and external stakeholders.
- Exemplify Councils’ values of Support, Respect, Fun, Recognise and Connect through the demonstration of each value’s associated behaviours.
- Any other duties as directed commensurate with skills and knowledge

Key Performance Indicators

- Ensure 100% of all Purchase Orders are reviewed for compliance and released prior to the close of each day. Non-compliant Purchase Orders is rejected or returned to the owner.
- Ensure all procurement activities are handled in a fair and ethical manner.

- Maintain and continuously improve work practices and procedures for procurement and contract management.
- Maintain tender register and contracts in accordance with the City's policies and statutory requirements.
- Timely and efficient delivery of end-to-end procurement activities within partnered departments.
- Ensure adherence to relevant Records Management policies and practices to ensure compliance with State Records Act 2020.
- Provide a high-level of customer service to internal and external stakeholders.

Judgement & Decision Making

- Respond promptly to assigned tasks and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the Manager.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Tertiary qualifications in a procurement related discipline and /or similar capacity.
- Local Government experience or willingness to acquire experience in Procurement and Contract Management in a local government setting.
- Current satisfactory National Police Clearance.
- Current 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 respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective 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 freely 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.