



POSITION TITLE	Procurement Business Partner
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 5
DIRECTORATE	Community and Corporate
BUSINESS UNIT	Finance
REPORTS TO	Team Leader Procurement
SUPERVISES	Nil
EMPLOYMENT STATUS	Fixed Term
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

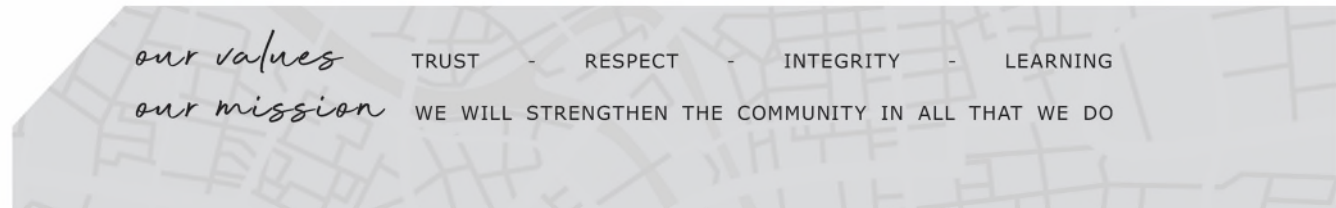
Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

Supports the delivery of cost-effective and compliant procurement outcomes by coordinating competitive tendering, contract management, and supplier engagement processes. Contributes to improved service delivery and risk management by maintaining accurate procurement records, promoting best practice, and supporting staff across the Organisation to meet legislative and operational procurement requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Develop and maintain preferred supplier agreements to ensure cost-effective, compliant procurement.
- Administer and monitor Council’s contract register to track performance, compliance, and trends.



- Prepare and coordinate tenders, quotes, specifications, and contract documentation to meet project timelines.
- Advise staff on procurement practices, ensuring compliance with legislation and best practice.
- Ensure alignment of procurement practices with OHS and risk management requirements.
- Respond to enquiries from suppliers and the public to promote transparent and fair procurement processes.
- Improve procedures by reviewing procurement systems, identifying efficiencies, and updating guidelines.
- Support internal capability by developing training and resources for staff on procurement and contract management.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	<p>Talk straight – Say what you mean and mean what you say</p> <p>Create transparency – Do not withhold information unnecessarily or inappropriately</p> <p>Right wrongs</p> <p>Practice accountability – Take responsibility for results without excuses</p> <p>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</p>
Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>
Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p>
Learning	<p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Prioritises tasks and organises workflows to meet deadlines.
- Determines appropriate processes using guidelines and escalates complex issues.
- Applies sound judgement to select the most suitable methods or technologies to address procurement challenges.

SPECIALIST KNOWLEDGE AND SKILLS

This position requires specialist knowledge, skills and proficiency relating to procurement including:

- Knowledge of procurement principles, supplier evaluation, and contract lifecycle management within a local government or regulated environment.
- Ability to develop clear and fit-for-purpose procurement documentation, including RFQs, RFTs, specifications, and evaluation criteria.
- Understanding of probity, confidentiality, and ethical standards in public sector procurement.
- Awareness of supplier diversity, sustainability, and social procurement principles as they relate to local government.
- Ability to interpret and apply Council's Procurement Policy and procedures in daily activities.

MANAGEMENT SKILLS

- Plans and coordinates procurement tasks independently while managing competing priorities.
- Supports procurement compliance by helping other staff understand their roles in the purchasing process.
- Applies attention to detail in preparing documentation and monitoring contract milestones.
- Contributes to continuous improvement by suggesting enhancements to procurement workflows and templates.
- Manages time effectively, responds to change, and meets competing deadlines.
- Understands and applies workplace safety, confidentiality, and risk management principles.
- Demonstrates flexibility, accountability, and initiative in a dynamic environment.

INTERPERSONAL SKILLS

- Communicates clearly and respectfully with internal and external stakeholders.
- Builds strong working relationships and gains cooperation across departments.
- Prepares routine correspondence and reports with accuracy and clarity.

INFORMATION TECHNOLOGY SKILLS

- Uses purchasing, finance, and document management systems efficiently.
- Proficient in Microsoft Word and Excel with the ability to learn new systems quickly.

CUSTOMER SERVICE SKILLS

- Delivers professional, ethical, and courteous service to all stakeholders.
- Listens actively, meets commitments, and ensures clear understanding.
- Supports equitable access to Council services for all members of the community.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualification and/or experience in a related field.
- Understanding of legislation as it relates to the role.
- Experience engaging staff in compliant procurement processes to ensure a culture of best practice

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.



- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualifications or equivalent experience in procurement, project management, business, law or a related discipline.
2. Proven ability to build and maintain professional relationships with all stakeholder groups, both internal and external, with a strong emphasis on providing timely customer service.
3. The ability to regularly evaluate systems and processes to identify opportunities for improvement.
4. Experience with computer-based systems and programs, ideally related to purchasing and finance functions, document management systems, and proficiency in MS Office (Word and Excel).
5. Strong organisational and planning abilities, excellent time and problem management skills, keen attention to detail, and proficient verbal and written communication skills.
6. Demonstrated ability in maintaining confidentiality, professional competence and exercise discretion at all times.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
				SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.	

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.		<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.		<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.		<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Tender and contract preparation and management	Tender and contract preparation and management within appropriate legislation, including providing advice and training to other staff members on the processes	<ul style="list-style-type: none"> Liaison with staff of all levels, providing advice and assistance Computer use Phone use Photocopier use Use of multiple computer systems Driving company vehicles rarely Record management, including movement of archiving boxes 	Sitting				X
			Standing		X		
			Walking		X		
			Lifting up to 20kg	X			
			Carrying	X			
			Pushing	X			
			Pulling	X			
			Bending		X		
			Twisting		X		
			Squatting	X			
			Kneeling	X			
			Reaching		X		
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions			X	
			Sustained concentration				X
			Decision making			X	
			Intermediate problem solving			X	
			Interaction with others			X	
			Exposure to confrontation	X			
			Respond to change			X	
			Prioritisation				X