



POSITION TITLE	Project Lead – Procurement and Contract Management System (PCMS) Implementation
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2025 to 2027 Band 6
DIRECTORATE	Community and Corporate
BUSINESS UNIT	Finance
REPORTS TO	Team Leader Procurement
SUPERVISES	Nil
EMPLOYMENT STATUS	Full or permanent part time – Fixed Term (Project Duration)
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

This position leads the delivery of a new Procurement and Contract Management System (PCMS) to support Council’s commitment to best practice procurement, statutory compliance and efficient service delivery. The role will lead the planning and deployment of the new PCMS and ensure it delivers transparent procurement processes, supplier performance management and integrated contract lifecycle oversight aligned with relevant legislation and internal policies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

This role is responsible and accountable for the following:

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

Project Management and Delivery

- Lead end-to-end implementation of the PCMS, ensuring alignment with council strategic objectives and scope, and vendor deliverables.
- Develop and execute a project plan for the deployment of the new PCMS inclusive of scope development, stakeholder roles, user engagement and communication, milestone metrics, design and testing, process mapping, education and deployment.
- Liaise with vendors, consultants, and subject matter experts to support system configuration and deployment.
- Monitor project milestones, budgets and deliverables in line with project governance
- Drive development of user guides, training resources, and facilitate knowledge transfer to BAU teams.

Procurement and Compliance

- Oversee compliance with Council's Procurement Policy and Local Government Act 2020 (Vic).
- Embed features for scalable procurement planning, diverse contract types, OHS compliance, risk management, and reporting capabilities.
- Support procurement best practice through automation, transparency and efficiency.
- Assist with procurement-related policy and guidelines updates.

Stakeholder Engagement and Change Management

- Lead engagement activities with internal stakeholders to ensure system design meets business needs and facilitates broad adoption.
- Collaborate with procurement, finance, legal, OHS, and IT staff to deliver an integrated system.
- Facilitate workshops, training sessions and change management initiatives to support transition to the new system.
- Provide ongoing user support and system guidance throughout the project lifecycle.

System Quality and Transition

- Oversee integration with Council's Financial Management System, TRIM, and eProcure platforms.
- Ensure data migration from legacy systems is secure, accurate, and auditable.
- Lead functional testing, user acceptance testing (UAT), go-live activities, and post-implementation evaluation.

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

Talk straight – Say what you mean and mean what you say

Create transparency – Do not withhold information unnecessarily or inappropriately

Right wrongs

Practice accountability – Take responsibility for results without excuses

Extend trust – Show a willingness to trust others, even when it involves a measure of risk

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

- Make informed decisions within policy and project governance frameworks.
- Solve problems creatively to meet system, user and organisational objectives.
- Escalate complex issues and propose solutions for resolution.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in enterprise system implementation and stakeholder engagement.
- Understanding of procurement lifecycle, SaaS, cybersecurity, and systems integration.

MANAGEMENT SKILLS

- Excellent planning, time management, and organisational skills.
- Ability to lead cross-functional teams and third-party consultants to deliver outcomes.
- Competence in managing competing priorities and working to tight deadlines.

INTERPERSONAL SKILLS

- Communicates complex information clearly to diverse audiences.

- Engages, negotiates, and influences a broad range of stakeholders.
- Demonstrates discretion, professionalism, and strong team collaboration.

INFORMATION TECHNOLOGY SKILLS

- Demonstrated capacity to learn and implement new technologies and integrations.
- Experience with enterprise software, including procurement, finance, document management, and contract systems.

CUSTOMER SERVICE SKILLS

- Deliver exceptional service to internal and external stakeholders.
- Communicate system features and project updates clearly and respectfully.
- Manage queries, complaints, and feedback constructively and promptly.

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 qualifications or equivalent experience.
- Experience in competitive tendering, contract development
- Experience in project management of system implementation.
- Understanding of local government procurement legislation and frameworks.
- Experience training and supporting users in procurement systems.

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, or a related discipline.
2. Sound understanding of procurement practices, contract law, and compliance under the Local Government Act 2020 (Vic).
3. Demonstrated experience implementing procurement or ERP systems.
4. Strong interpersonal, communication, and stakeholder engagement skills.
5. Proficiency in Microsoft Office and procurement systems.
6. Strong organisational skills, attention to detail, and ability to manage competing priorities.
7. Proven professionalism, discretion, and ability to maintain confidentiality.

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

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

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

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
Procurement and Contract Management System Implementation	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 (including multiple systems and SaaS platforms) Phone and video conferencing use Photocopier use Record management including occasional movement of archive boxes Driving council vehicles occasionally Participation in meetings and workshops 	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