



POSITION TITLE	Procurement Business Partner
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 5
DIRECTORATE	Community and Corporate
BUSINESS UNIT	Finance
REPORTS TO	Team Leader Procurement
SUPERVISES	Nil
EMPLOYMENT STATUS	Full or permanent part time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

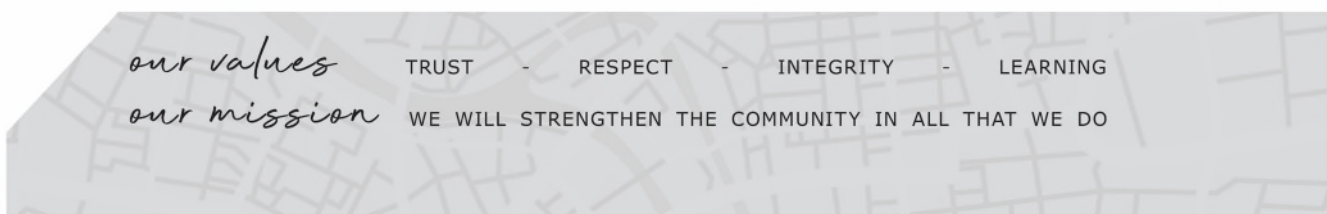
Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

This position will contribute to the council’s goals of delivering cost effective, quality services in a competitive environment, with a strong customer focus by administering the competitive tendering and contract management processes. The position will develop and maintain a program of preferred supplier arrangements to ensure the council contracts are with quality focused organisations who deliver safe work practices in the provision of high quality goods and services.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

This role is responsible and accountable for the following:



Tender/Contract Preparation and Management

- Develop and maintain a program of preferred supplier agreements for a variety of goods and services required by the council on an ongoing basis.
- Maintain a computerised contracts and performance register for the procurement team including a summary of the contract performance indicators and trends.
- Calling for and opening tenders, quotations and expressions of interest, evaluation and making recommendations for acceptance by delegates.
- Undertake the preparation of specifications, tender and contract documentation, including drafting advertisements and relevant correspondence.
- The provision of accurate, timely and meaningful advice to council staff on matters relating to competitive tendering, contract management and best practice.
- Liaise with OHS and risk management staff to ensure that procurement and contract management practices result in the selection of a high standard of compliant suppliers.
- Ensure compliance with occupational health and safety directives, procedures and legislative requirements.

Administration and Development

- Liaise with other units to ensure the most effective maintenance of the contracts register.
- Answer public and supplier enquiries on tenders and the tendering process.
- Assist in the development of performance appraisal systems for contract customer service and the review of actual levels of service provided.
- Continue the development and maintenance of the tender procedures and audit trail through to the award and completion of contract.
- Develop procedures and records to ensure the availability of information on the progress of tenders.
- Assist in the policy development, the implementation of procurement programs, training and guidelines, as required.
- Assist with continuous research, improvement opportunities and documentation of procurement processes.
- Ensure all tender/contract documentation and electronic files are maintained and secure in accordance with the council's records management guidelines.

Team and Council requirements

- Ensure compliance within the organisation with the requirements of the Local Government Act 2020 (Vic) and regulations as amended and other relevant legislation.
- The achievement of goals, objectives and policies set by the Team Leader in regard to the ongoing management of competitive tendering.
- Provide advice, information and support to the council staff in relation to effective procurement and contract management practices. Ensuring all relevant officers are sufficiently trained in applicable legislation and best practice procurement.
- Identify internal customers and develop excellent working relationships to meet the position requirements.
- Provide prompt, efficient and professional service to all stakeholders and customers (internal and external) to Wodonga Council.
- Seek regular feedback from customers and incorporate as opportunities for improvement of service delivery.

- In conjunction with the team leader, provide regular feedback on service delivery and identified opportunities for improvement.
- Actively contribute to team meetings and participate in business and service planning for the unit.

Other Duties

- Perform other procurement duties, as required. Including, but not limited to, assisting and participating in tender evaluation panels, preparing reports relevant to competitive tendering and attending special interest group meetings and industry forums.

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 Treat other people with courtesy, politeness and kindness, no matter what their position or opinion

 Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity Tell the truth in an appropriate and helpful manner that does not compromise the organisation’s objectives and values

 Keep confidences

 Do what you say you will do to the best of your ability

 Be open about mistakes

 Speak of those that are absent only in a positive way

Learning Work together and learn from each other

 Continuously improve and innovate

 Be open to change

 There is a high degree of responsibility for results – delivery without excuses

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

- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.
- Ability to use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work, and resolve problems of a moderately complex or technical nature that may not have been faced previously, requiring creativity and originality.

SPECIALIST KNOWLEDGE AND SKILLS

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

- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system.
- An understanding of the economic, political and social issues relating to competitive tendering in the local government environment.
- Knowledge of and ability to interpret and advise on the Local Government Act, contract law and other related legislation as it applies to this role.
- Knowledge and experience of the development, evaluation, negotiation and administration of services specifications and contracts.
- Knowledge of the implementation of best practice and/or continuous improvement within contracts and on an organisation-wide basis.
- Ability to understand technical documentation requirements.
- Ability to analyse and evaluate tenders in accordance with the requirements of the tender and specification.
- Ability to advise business unit staff and assist them to achieve solutions to tendering or contract management challenges.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Being flexible to respond to enquiries and to enable work requests to be dealt with promptly and

professionally.

- Maintaining confidentiality.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).
- Strong negotiation skills.
- Initiative, self-motivation and attention to detail.
- Good verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of minor problems.
- Good written communication skills to communicate with clients, members of the public, and other employees and enable the preparation of routine correspondence and reports.
- Ability to gain cooperation and assistance from clients, the public and other employees in the administration of well-defined activities.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

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

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

<p>Looks for improvements and is adaptable to change.</p>	<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

<p>Welcomes opportunities for learning and self-development.</p>	<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

<p>Takes responsibility for self-care and managing work-life balance.</p>	<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

<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<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			