



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Organisation:</b>	Torres Strait Island Regional Council
<b>Position Title:</b>	Purchasing Officer
<b>Position Classification:</b>	Level 5
<b>Instrument:</b>	Torres Strait Island Regional Council Certified Agreement;
<b>QLD Local Government Industry Award Stream:</b>	Stream A – Administrative, Technical, Community Service, Supervisory and Managerial Services
<b>Directorate:</b>	Financial Services

### PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

### POSITION OBJECTIVE

This role independently conducts purchasing activities to acquire goods and services at the best value, oversees the administration of purchasing systems and procurement data, and delivers training, guidance, and support to staff and suppliers regarding procurement processes. It promotes attention to financial controls, addresses instances of non-compliance, and produces both standard and customised reports on procurement activities for Council

### KEY RESPONSIBILITIES

#### Procurement facilitation

- Perform specialist procurement duties in accordance with statutory requirements proscribed in the Local Government Act & Regulations and Council's mandatory Policy and Procedures.
- Identify needs, assess risks, conduct research and undertake the appropriate method of approach to market to source a wide variety of goods and services valued up to \$15,000.
- Raise purchase orders in an accurate and timely manner in accordance with Council's endorsed policy and associated procedures.
- Successfully negotiate with suppliers to achieve best value and protect council's interests.
- Issue contract numbers and liaise with staff, ensuring all required data is recorded in the Contracts Register
- Assist with compilation of contracts under direction of Manager, Procurement & Contracts.

**Perform as a super-user of all of Council's purchasing systems.**

- Adept level use and maintenance of multiple procurement systems to enable and support execution of critical procurement activity by Staff throughout the organisation.
- Develop and maintain a high level of familiarity with procurement policy and related procedures – assist with training of staff to promote best practice procurement.
- Assist with the preparation of training materials.
- Provide training to Staff on the overall procurement framework, process and use of procurement systems.
- Train, guide and support staff in use of purchasing related modules in the finance system (Technology One), especially purchase order requisitions and goods receipts.

## Compliance

- Review all purchase requisitions raised in the finance system by Staff and autonomously determine which should be rejected, amended or sent to an appropriate financial delegate.
- Regularly identify outdated purchase orders and coordinate appropriate action by Staff to meet Finance related obligations (particularly around End of Financial Year).
- Assess acceptability of compliance related documentary evidence (insurance certificates, trade certifications, etc.) submitted by prequalified suppliers.
- Review use of quotation management system (VendorPanel) – provide new internal buyers with access and training.
- Identify compliance issues and offer guidance, provide re-training or escalate (as appropriate). This position has freedom to exercise judgement with limited guidance.
- Conduct due diligence validation of new suppliers by confirming registered business details, insurance and agreement to Council's standard terms and conditions.

## Reporting and Other Activities

- Retrieve and collate a variety of data required for regular reports to Management, Executives, Council, external service providers and Auditors (internal and external) using both established reports and custom reports.
- Assist with the implementation of internal and external audit recommendations.
- Contribute to the development of procurement policy and procedures; and monitor and review compliance with procurement practices in order to make appropriate recommendations on process improvements.
- General administration tasks.
- Other tasks as directed by Manager, Procurement & Contracts.

## CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) A degree in Business Administration, Finance or similar, or a combination of a lesser qualification/s with relevant experience.

- 3) Demonstrated ability to manage procurement related data and generate reports with high accuracy and attention to detail
- 4) Previous experience in Local Government procurement, and/or knowledge of the Local Government Procurement Policy Framework an advantage.
- 5) Experience in training small groups of internal stakeholders in system use and purchasing processes.
- 6) Demonstrated sound knowledge and experience in the use of Microsoft Office software application (Word, Excel and Powerpoint).
- 7) A demonstrated ability to prioritise tasks, meet deadlines and manage workload in an environment of changing and competing priorities.
- 8) Working knowledge of Technology One and Local Buy (Vendor Panel) platform an advantage. ]

## OTHER CONDITIONS/REQUIREMENTS

- Occasional travel to Cairns and throughout the Torres Strait Islands is a requirement of this position.
- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
  - a) anti-discrimination
  - b) equal employment opportunity
  - c) confidentiality
  - d) local government principles
  - e) *Ailan Kastom*
  - f) Council's Vision and Values listed on the next page.

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul>	
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>	
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>	
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>	
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>	