

# POSITION DESCRIPTION



## Position title – Procurement and Governance Officer

### Position Summary

This is a hands-on role within a small governance property and risk (GPR) team that assists in the delivery of services to internal stakeholders and executives. Working closely with the team and the organisation you will directly impact and add value through identifying and addressing opportunities to improve our ways of working, by streamlining processes, enabling self-service, and improving the user experience for our customers.

As part of the team, you provide administrative support to help strengthen the governance and compliance function so it can be embedded and understood across all areas of the council.

### Position details

Directorate	Corporate Performance
Department	Governance Property And Risk
Appointment Type	Permanent Full Time
Classification	Band 5
Location	Nolan Street - all employees may be requested to move either permanently or for temporary periods to other locations within the Shire due to operational requirements
Reports to	Manager Governance Property And Risk
Supervises	Nil
External relationships	Residents, Ratepayers, Community Organisations, Other Local Councils, Government Departments and authorities, contractors, vendors and other suppliers
Internal relationships	Executive Management Team, staff at all levels, Councillors, Members of Committees of Council
Date PD approved	December 2024

### Key responsibilities and duties

- Manage and deliver allocated strategic initiatives and business improvement projects, applying sound project management principles, and ensuring accurate documentation and communication to stakeholders.
- Actively drive continuous improvement including streamlining and standardising processes for GPR team, and act as GPR touchpoint across the Council
- Provide consistent and effective high-level support and coordination of GPR-wide administrative and business support services including preparation of documents, reports, spreadsheets and presentations, meeting and event management, and prompt follow up of requests and allocated actions
- Provide administrative support to governance and risk function including coordinate the team's cyclical program of work including providing reminders and support activities to meet work program deadlines
- Support the procurement function in areas including reporting, compliance, planning and implementing a contract renewal process
- Administratively manage the Council's vehicle fleet and associated activities including management of the fleet booking system
- Triage the Team's service requests and be the first point of contact for all governance, property and risk related matters managing enquiries relating to GPR activities, often requiring sensitivity and confidentiality.

# POSITION DESCRIPTION



## Organisational responsibilities

Council values	<ul style="list-style-type: none"><li>• Demonstrate and encourage behaviour in line with the Council's adopted values</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Accountable for the department complying with the Customer Service Charter.</li></ul>
Behaviour	<ul style="list-style-type: none"><li>• Demonstrates behaviour of the highest of integrity, free from bullying, harassment, and discrimination.</li><li>• Abide by the Code of Conduct</li></ul>
Risk management and OHS	<ul style="list-style-type: none"><li>• Identify, manage, and minimise risk to Council.</li><li>• Contribute to the Council's Risk Register.</li><li>• Ensure that all OH&amp;S obligations are met</li></ul>
Corporate records	<ul style="list-style-type: none"><li>• Ensure the department maintains Council records:<ul style="list-style-type: none"><li>○ within the approved record management system; and</li><li>○ in an accurate and timely manner.</li></ul></li></ul>
Legislative framework	<ul style="list-style-type: none"><li>• Accountable for all legislative and regulatory obligations relevant to the department.</li></ul>
Emergency management	<ul style="list-style-type: none"><li>• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.</li></ul>

## Accountability and extent of authority

- Responsible to the Manager Governance Property and Risk for the quality, timeliness and accuracy of work produced and the orderly and accurate maintenance of documentation. The nature of documents prepared requires a very high level of attention to detail
- Engaging appropriate delegations to support technical team members in the continuous improvement process
- Will be authorised to prepare and sign standard letters from templates and prepare internal and external correspondence
- Will have access to the necessary advice and assistance to respond to issues beyond their expertise

## Judgement and decision making

- These positions are essentially problem-solving in nature. The nature of work is specialised with methods, procedures, and processes generally developed from theory or precedent, which is applied in new situations.
- Work under general direction of the manager Governance property and Risk undertaking all duties in accordance with Council policy and procedures
- Maintain confidentiality of all Council information including internal staff information and Councillor related issues
- Exercise a high level of discretion and judgement in dealing with Councillors and community members
- Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions.

## Specialist skills and knowledge

- Business Process Improvement
- Documentation and writing skills
- Stakeholder communication
- Regulatory and compliance background

## Management skills

- Manage time and set priorities for self to enact the key responsibilities in this position description to agreed timelines and resources

# POSITION DESCRIPTION



## Interpersonal skills

- Stakeholder engagement
- Critical thinking
- Attention to detail
- Strong desire for completing and finishing projects
- Good listener

## Qualifications/experience

Minimum 2 - 5 years' experience in a relevant industry  
Complaints / Compliance background

## Selection Criteria

1. Minimum 2 - 5 years' experience in a relevant industry (such as compliance or complaints management)
2. Ability to model business processes and identify opportunities for continuous improvement
3. Ability to document continuous improvement efforts and refresh processes and frameworks
4. Ability to think creatively and work collaboratively with teams to solve business challenges
5. Ability to attend to detail to ensure all documentation is accurate and version control is maintained.
6. Ability to manage activities, according to sensitivity standards., privacy and confidentiality requirements.
7. Ability to present findings and recommendations to senior leaders and to manage stakeholder meetings
8. Ability to work within a team of multi-disciplined subject matter experts that both unites the team around common / integrated better governance outcomes; whilst empowering and honouring the individual expertise and priorities of all team members.
9. Build and maintain stakeholder relationships to traverse key business improvement matters.
10. Willingness to undertake a National Police Check.

Note: Appointment is subject to the successful completion of this check.

## Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating skills which will enable us to determine how you meet the criteria of the position.

## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

# POSITION DESCRIPTION



## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination, or police check. Appointment to positions within Central Goldfields Shire Council is based on merit.

## Signatures

Sally Jones Interim Chief Executive Officer	Date
Insert employee name Position	Date