

Nillumbik Shire Council Position Description

Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik's vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation's values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

Nillumbik's values

Respect	
Integrity	
Collaboration	
Adaptability	
Community	

Our Customer First Commitments

1. Empathetic
2. Consistent
3. Effective
4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

Nillumbik Shire Council Position Description

Position Title:	Senior Procurement Specialist
Position Number:	0593
Classification:	Senior Executive Officer
Tenure:	Permanent full-time
Directorate:	Operations
Department and Unit:	Finance, Assets and Procurement
Reports To (Title):	Manager Finance, Assets and Procurement
PD approved by (Manager or Director Title):	Manager Finance, Assets and Procurement
Date approved by Manager or Director:	April 2025
Date approved by HR:	April 2025

Leadership Framework

All leaders at Nillumbik are expected to demonstrate the capabilities and behaviours expressed in the [Nillumbik Leadership Framework](#). These are:

Being Strategic	<ul style="list-style-type: none"> • Is future-orientated. • Adapts to, envisages, leads and manages change. • Takes a holistic approach and applies system thinking. • Can problem-solve.
Personal Qualities	<ul style="list-style-type: none"> • Maintains a positive attitude and demonstrates self-awareness. • Acts with integrity. • Demonstrates initiative. • Displays emotional intelligence. • Is customer-centric.
People and Performance	<ul style="list-style-type: none"> • Motivates and empowers others. • Is a strong people-manager. • Identifies and builds talent.
Relationship Management	<ul style="list-style-type: none"> • Communicates effectively and works collaboratively. • Manages relationships with stakeholders and decision makers. • Influences and negotiates effectively. • Demonstrates political acumen.
Delivers Outcomes	<ul style="list-style-type: none"> • Translates strategy into actions. • Tracks progress and takes action. • Takes ownership and is accountable. • Makes decisions and delivers results.

1. Position Purpose

Sitting within the Operations Directorate, the procurement function is responsible for leading and supporting procurement services for the organisation, to ensure that procurement activities adhere with and comply with Councils procurement policy and relevant legislative requirements.

2. Position Objectives

- Operate autonomously across the organisation and champion all aspects of the procurement function.
- Work collaboratively with key stakeholders and be relied upon as an expert advisor.
- Maintain and consistently review the procurement policy, process(s) and systems across Council and ensure compliance with relevant legislative requirements.
- Provide commentary, advice and support in respect to Council reports and where necessary address senior staff and council.
- Facilitate and guide operational staff through the procurement process end-to-end.

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- Provide expert advice both internally and externally on all procurement related matters.
- Provide reporting and analysis to capture procurement data/metrics and to make suggestions on opportunities available to Council.
- Continually look for opportunities and initiate change where necessary.

3. Organisational Relationships

Direct Reports	Procurement Support Officer
Total FTE	1
Financial Budget and Delegation	TBC
Internal Relationships	CEO, Mayor and other Councillors, Executive Management Team Managers and all other staff.
External Liaisons	Other local government bodies, the general public, legal services, contractors, Municipal Association of Victoria and other State Government agencies

4. Key result areas

4.1. Procurement and Contracting

- Act as the organisations expert advisor on all activities that relate to procurement, tendering and contract management procedures and processes.
- Identify key internal stakeholders and work closely to ensure procurement processes are followed, identifying opportunities for improvement.
- Interpret legislation and governing body regulations and apply them to Council operations.
- Assess and report back to Council regarding compliance and adherence to legislative parameters.
- Develop and provide ongoing and refresher training to the organisation on procurement processes.
- Keep abreast of changes through the sector and seek out any viable opportunities and present these to Council for consideration.

4.2. Systems and Reporting

- Annually review the procurement policy, tendering and contract management procedures and update accordingly to ensure compliance is maintained.
- Prepare and provide commentary on monthly procurement reports and suggest opportunities which Council may benefit from.
- Report on any non-compliance or areas of concern to senior staff and respective committees.
- Compile large complex data sets into reports which illustrate potential benefits to Council to be explored/taken up e.g. fleet purchasing, communications contracting
- Be the expert on all procurement systems and seek out any automation to maximize the use of the systems to benefit the end users.

4.3. Service planning, management and delivery

- Provide leadership in the workplace by positively influencing the standards of procurement activities undertaken and clearly communicating the values, policy and legislative obligations of Council.

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- In conjunction with the Manager Finance, Assets and Procurement, develop, implement, monitor and review plans, strategies and policies for delivery of service within the Unit to ensure they meet the needs of Council and the community now and into the future.
- Keep abreast of and provide advice on relevant government policy, legislation, service directions and trends.
- Ensure the Unit is managed in accordance with, and all programs and services delivered, adhere to relevant Acts, Regulations and Council policies and procedures.

4.4. Continuous improvement

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Working with the Manager Finance, Assets and Procurement, maximise efficiency and effectiveness of the performance of the unit by developing unit level performance statistics, refining procedures and structures to provide productivity improvements, developing and pursuing strategies aimed at making the best use of contemporary technology and participating in cross Council and functional activities as required.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting the establishment of short-term cross functional teams to identify, analyse and address opportunities and challenges facing the organisation.

4.5. Relationship management

- Establish and maintain professional relationships across Council to provide reliable and concise information and advice in a supportive and responsive manner and to implement the decisions and policies of the Council.
- Develop and maintain positive and beneficial relationships with relevant networks including those in local, state and federal government and other external organisations and bodies, as agreed with the Manager Finance, Assets and Procurement.
- Promote a positive image of Council and its activities, developing and strengthening Council's relationships with all sectors of the local community, including the business community and relevant external organisations.

4.6. Customer service

- Support the Manager Finance, Assets and Procurement, in ensuring that Council's objective of customer service excellence is reflected in the operations of the unit by developing and maintaining systems and processes to ensure responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.

4.7. People, culture, safety, health and wellbeing

- Work with the Director, Managers and staff in providing leadership and shaping the organisational culture by promoting Council's organisational vision and leading staff in a way that aligns with Council's vision, values, expectations and policies to achieve organisational outcomes.
- Ensure the development and review of individual performance management plans with outcomes based objectives which align to the delivery of organisational priorities.
- Identify future talent and invest in team and individual development opportunities to build organisational capability.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.

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4.8. Financial Management

- Provide effective financial administration, undertaking preparation, management and reporting of the unit annual budget/project budgets and maximising the financial benefit of all allocations.
- Manage and approve expenditure of funds on behalf of Council, in line with delegated authority and in compliance with Council's Procurement Policy and Procedural Guidelines.

4.9. Risk Management

- Be conversant with Council's Risk Management Policy and Strategy and accountable for implementation and adherence to the policy.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

5. Job Characteristics

5.1 Accountability and extent of authority

- Accountable to the Manager Finance, Assets and Procurement for ongoing consultation and regular communication on all matters related to the position.
- Ensuring Council's procurement policy and procedures are followed and complied with in line with legislation and industry standards.
- Provide expert advice and high level of customer service to both internal and external customers on procurement matters.
- Represent Council as required in public or other local government bodies in capacity of a procurement expert (meetings with external stakeholders, industry counterparts).

5.2 Judgement and decision making

- Is expected to be the expert within the organisation for all procurement matters and comfortable and competent to make final decisions.
- Interpret and assess operational situations and provide advice to facilitate positive outcomes.
- Mediate situations which have escalated between suppliers/contractors and Council and aim to resolve the situation and be seen as a point of reference for negotiating positive outcomes for all stakeholders concerned.
- When making decisions, consideration is always to be given to the broader organisational impact and solutions are to reflect these considerations.

5.3 Qualifications

- Tertiary qualification in business and/or procurement with several years' experience in a senior procurement level position or through lesser formal qualifications with extensive experience.

5.4 Experience

- Evidenced experience and knowledge of best practice in procurement practices and processes including establishment of contracts and competitive tendering.
- Demonstrated achievements in customer service excellence and continuous improvement in service delivery.
- Demonstrated ability to work co-operatively with key stakeholders and other organisations in order to support Council objectives.
- Demonstrated experience in negotiating and influencing decision making.

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5.5 Specialist Skills and Knowledge

- A thorough knowledge and understanding of the principles and practices of competitive tendering and procurement best practices.
- A sound understanding of the principles and practices of financial and budget planning and management.
- Analytical and investigative skills and the ability to solve complex problems while considering all stakeholder and compliance requirements.
- Ability to interpret large data-sets from various systems to be presented in meaningful reports illustrating potential future opportunities for the organisation.
- Understanding of contract law and ability to interpret practical contractual disputes and apply them to situations.
- A thorough knowledge and understanding of tendering and contract management systems and processes.
- Professional customer service skills and ability to develop and foster strong relationships across all stakeholders, both internal and external.

5.6 Management Skills

- Ability to manage, plan and organise own work and work of others to deliver within agreed timelines and forward planning to ensure that the organisation is prepared in advance for procurement related deadlines.
- The ability to lead, develop and manage staff in order to have a committed team empowered to deliver exceptional business outcomes.
- Understanding of and ability to implement personnel practices including Equal Employment Opportunity, Occupational Health and Safety, employee development and recruitment.
- Ability to work collaboratively across the organisation to achieve shared outcomes.
- Ability to develop and manage stakeholder relationships.
- Setting expectations of service delivery in the procurement area and adhering consistently to this.
- Demonstrated willingness to share knowledge and build capability.

5.7 Interpersonal Skills

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community
- Highly developed oral and written communication skills and excellent interpersonal skills.
- Ability to discuss and resolve problems.
- Ability to write and present specialist reports, policies and briefing papers.
- Ability to influence stakeholders, counterparts in other organisations and staff to achieve positive outcomes.
- Highly developed emotional intelligence.
- Collaboration and accountability focus.
- Continuous Improvement focus.
- Customer First Commitment.

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6. Physical Requirements

Posture	<ul style="list-style-type: none">• Sitting at a desk, work station or in meeting rooms• Driving a vehicle to other locations, as required• Standing and bending
Upper Limb / Body	<ul style="list-style-type: none">• Some handwriting• Some sustained neck flexion may be required when reading documents
Trunk	<ul style="list-style-type: none">• Some twisting, e.g. access desk drawers
Work Environment	<ul style="list-style-type: none">• Indoor air conditioned offices with carpeted floors• Adjustable chair provided
Weights	<ul style="list-style-type: none">• Lifting weights up to approximately two reams of A4 paper
Other	<ul style="list-style-type: none">• Interacting with internal and external customers• Simultaneously talking on the telephone and writing down notes• Climbing of stairs between levels (shire office also has a lift available) or to get in or out of workplace.

7. Key Selection Criteria

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community
- Tertiary qualifications in business and/or procurement with several years' experience in a senior procurement level position or through lesser formal qualifications with extensive experience.
- Demonstrated thorough knowledge, understanding of and experience in tendering and contract management systems and processes.
- Ability to work autonomously and unsupervised at a high level.
- Highly developed oral and written communication skills and excellent interpersonal skills.
- Demonstrated ability to work within legislative parameters and uphold policy and processes set out.
- Demonstrated ability to lead, develop and manage staff in order to have a committed team empowered to deliver exceptional business outcomes.

8. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- May be required to attend after-hours Council meetings scheduled for the last Tuesday of each month.
- A current valid Victorian Driver's License (or licence accepted in Victoria) is required.
- This position requires evidence of qualification documentation.

9. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. . Nillumbik Shire Council prides itself on being a child safe organisation and has zero tolerance for child abuse.

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Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

10. Application information

To obtain any additional information regarding this position, please contact **Melika Sukunda**, Manager Finance, Assets and Procurement, during business hours on (03) 9433 3252. Applications can be submitted online at [Nillumbik Website](#) until 10pm Thursday, 15 May 2024. Apply now!

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process.

If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at hrmail@nillumbik.vic.gov.au