

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Procurement and Contracts Officer</b>	<b>Position Number</b>	<b>2061</b>
<b>Classification:</b>	Level 4		
<b>Hub:</b>	Corporate	<b>Program Area:</b>	Corporate and Customer Service
<b>Reports to:</b>	Manager Legal, Procurement & Contracts		
<b>Direct Reports:</b>	Nil		

### OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

### OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

### ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

### POSITION OBJECTIVE:

The objective of the Procurement Officer is to support stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives. The role will also provide support through the provision of training, compliance and continuous improvement.

### KEY RESULT AREAS:

#### CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES

Customer Service, Accountability, Respect, Excellence and Solidarity

- Act in accordance with and abide by the City of Darwin's Code of Conduct

### SERVICE DELIVERY

- Assist in delivering of City of Darwin's procurement and contract management processes and reporting requirements.
- Facilitate procurement processes including development, assessment and debriefing unsuccessful tenders.
- Provide advice to enable stakeholders to gain maximum benefit from contracted services and support key stakeholders to manage supplier disputes and performance deficiencies.
- Liaise professionally, effectively and autonomously with all internal stakeholders across the organisation to ensure parties are well versed on procurement practices so that compliance is maintained.
- Address identified areas of compliance vulnerability and develop/implement corrective action plans.
- Support the implementation of updated policies, procedures and associated documents.
- Support the implementation and monitoring of internal controls to ensure they are adequate to maintain integrity and transparency around procurement processes and systems.
- Provide administrative support for the procurement function, including coordinating the delivery of procurement activity and being first point of contact for stakeholders.
- Undertake regular reviews of the status of individual contracts and provide administrative support of the contracting program and system.

### TEAM SUPPORT (People and Capability)

- Work professionally, co-operatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

### WORKPLACE HEALTH AND SAFETY

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.



### POSITION PREREQUISITES

Diploma of Business with relevant units in procurement, compliance or governance or other relevant qualification or relevant experience

Minimum of 2 (two) years' experience in a similar role

National Criminal History Check

Drivers Licence

**APPROVED BY:** *N. Williamson*  
General Manager Corporate

Date: 09/07/2025

### Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

