



Position Description

POSITION TITLE:	Contracts and Procurement Officer
SECTION:	Risk and Governance
DEPARTMENT:	Corporate Services
CLASSIFICATION:	Band 2 Level 3 Grade 14
REPORTS TO:	Manager Governance and Organisational Performance
DATE OF LAST REVIEW:	November 2025

PURPOSE OF THE POSITION

To deliver high quality assistance to internal and external stakeholders with the daily operations of procurement and contracting activities including tenders, evaluations and contract management as well as championing the continuous improvement of the delivery of procurement functions across Council.

SELECTION CRITERIA

Essential

1. Qualifications or equivalent experience in Contract Management, Procurement, Business or related discipline.
2. Current Class C Driver's Licence
3. Solid working knowledge and demonstrated experience in the application and supervision of tenders and contracts, including tender documentation and preparation, contract management, payment approvals, experience in working with Australian Standard and Government contracts, financial management and performance monitoring and applicable legislation as it relates to Local Government.
4. Intermediate to advanced Microsoft Office skills, including Word and Excel
5. A thorough understanding of procurement regulations and guidelines relevant to Local Government in NSW.
6. Excellent time management, prioritisation, problem management and self-management skills.
7. Well-developed oral and written communication skills, with a demonstrated ability to negotiate and collaborate with internal and external customers as well as write complex reports.
8. Positive attitude and enthusiasm for continuous improvement.
9. Demonstrated ability maintain confidentiality, professional competence and exercise discretion at all times.

Desirable

10. Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff
11. Well-developed computer literacy skills in the use of a variety of computer software packages.
12. Experience in using Local Government Procurement in VendorPanel.
13. Knowledge of contracts on Local Government Procurement/Procurement Australia/Regional Procurement.

KEY RESPONSIBILITIES

- Delivering high level assistance with Council's procurement processes including the development, preparation and advertising of EOIs, request for quotations and tenders.
- Providing support, advice and strategic input relating to procurement and contract management.
- Ensuring all policies and procedures, systems and legislative requirements within relevant areas of responsibility are adhered to and consistently applied.
- Developing and updating systems, processes and templates for procurement and contract management including but not limited to Request for Tenders, quotations, Expressions of Interest, Agreements, Contracts, MW21 and GC21 tender checklists, preferred supplier checklists, Contract Management and other forms and supporting documentation.
- Assisting with the maintenance of Council's online tendering portal, tender openings, evaluations and associated reports.
- Ensure accurate data and information relating to procurement is kept, analysed and reported on as required.
- Provide advice, support and training (induction and refresher training) to Council's staff on Council's adopted procurement/contract management policies and procedures.
- Provide advice and support in the administration of Council Tenders and Expressions of Interests for the procurement of goods and services.
- Ensure Council's procurement/contract management policies and procedures comply with industry standards and industry/community expectations.
- Liaise with Council's suppliers to ensure that they are aware of Council's expectations in relation to procurement activities.
- Regularly review Council's purchasing systems, policies, practices and procedures to identify opportunities for improved efficiencies, and make recommendations for improvement to Council's Manager Governance and Organisational Performance
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.
- Ensure purchases are undertaken in accordance with Council's procurement/contract management policies and procedures and legislative requirements
- Coordinate contract establishment and supplier onboarding.
- Apply and advise on best practice procurement risk management principles.
- Duties as instructed by the Manager Governance and Organisational Performance and Director Corporate and Community Services

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> • Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.
Fraud Prevention	Promote awareness of fraud and corruption prevention. Ensure all staff complete fraud training appropriate to their responsibilities, discuss developments and reinforce policy at team meetings.

OUTPUT MEASURES

- Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships
- Communication with staff/public is conducted in a courteous and helpful manner
- All work is undertaken efficiently and with a high level of accuracy
- Compliance with Council's policies, procedures and codes and Financial Legislation, Acts and Policies
- An efficient and effective contract management and procurement/~~stores system~~ framework is operating at Council.

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes
Leadership	Engage and motivate staff, develop capability and potential in others and champion positive change

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: