

Position Description

POSITION TITLE:	Procurement and Contract Officer
POSITION NO:	2108/1
DIRECTORATE:	Corporate Services
DEPARTMENT:	Governance and Commercial Services
SECTION:	Risk Management & Strategic Procurement
CLASSIFICATION:	Band 6
LOCATION:	Municipal Officers
DATE:	13 May 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Co-ordinator Risk Management & Strategic Advisor
Supervises:	Nil
Internal Liaisons:	Manager Department, Coordinator Department, all Council employees.
External Liaisons:	Contractors and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Provide useful, credible, high quality and timely procurement, tendering, contract management and probity advice and assistance to employees at all levels and across all departments within the organisation.

DUTIES AND RESPONSIBILITIES

Administer procurement and contracting activities across the organisation by providing the following:

Contract Administration

- maintain and update the contract register to ensure the accuracy and currency of the contract register
- contribute to the integrity of tendering and contracting audit trails
- manage the lodgement and release of contractor security
- collate and prepare the annual commitments contracts liabilities report for Finance
- Assist with contracting processes across the organisation including:

- issue contract and quotation numbers
- lodge tender advertisement
- maintain and update webpage for tenders
- create Purchase Orders
- arrange for the creation of contract files
- arrange credit and performance checks
- perform quality checks on contract files
- prepare and issue the contract expiry notifications

Procurement:

Administer procurement and contracting activities across the organisation by providing:

- Data and records management,
- End to end coordination of the contracting function from procurement initiation, preparation of RFQ/RFT documents, tender evaluation through to contract execution,
- Advice to Council employees on contract and procurement processes,
- Negotiation and amendment of standard contract terms and conditions (under supervision)
- Preparation and compilation of contracts,
- Coordination of contract execution in accordance with Council's Instrument of Delegation,
- Review and revision of procurement documents prepared by Council employees including request for quote/tender documents, specifications, key performance indicators, evaluation plans, probity plans and evaluation reports.

Promote an understanding and provide guidance on relevant procurement and contract management policies, processes and procedures across the organisation.

Assist business units in the development of procurement plans and to identify opportunities to achieve value for money in the delivery of Council's services and works.

Participate in the review of standards, systems and processes to ensure procurement and contract management practices are effective, meet quality and probity standards and comply with the applicable legislation and government policy and guidelines.

Maintain records in relation to tendering and contracting activities including databases, procurement and tender plans, evaluation matrixes and statistics.

Manage specific contracts with external providers against service delivery specifications and financial performance indicators.

As required, participate in tender evaluation processes and associated probity requirements.

Participate in the implementation of procurement and contracting quality assurance systems including compliance audits, training programs, mentoring programs and health checks.

Assist in the organisation and delivery of induction and refresher training sessions in Council's Procurement policies, procedures and processes.

Represent Council at industry meetings and special industry groups and participate in internal meetings and cross-branch teams as required.

Act with sensitivity, confidentiality, courtesy and discretion at all times.

Maintain a pro-active presence across the organisation including external worksites to build up close working relationships with teams and team members.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

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Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long-term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

Tertiary Qualification in a related discipline.

Experience in tendering and contract administration including, reviewing, revising and compiling quotation/tender documents, specifications and contracts, particularly in the public sector context.

Experience in using Contract Register/Management software.

Experience in participating in tender processes including evaluating tender submissions.

Experience in managing contracts, preferably within a local government context.

Mandatory:

Tertiary Qualification in a related discipline.

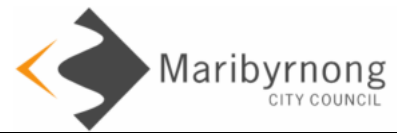
Experience in tendering and contract administration including, reviewing, revising and compiling quotation/tender documents, technical specifications and contracts, particularly in a public sector context.

Contemporary working knowledge of policy, guidelines and legislation in relation to local government procurement and contracting.

Mature understanding of the principles of probity, accountability and compliance in public procurement activities.

Proven capacity in working within teams and across the organisation in a constructive, productive and cooperative manner.

Position Description



Well-developed office administration, auditing and report writing skills.

Knowledge of best practice contracting and tendering practices.

Sound administrative skills, including proficiency with the MS Office suite of applications, e tendering and contract management systems.

Desirable:

- Experience within a LG or similar highly regulated organisation)

KEY SELECTION CRITERIA

- Mandatory qualifications and experience as listed above.
- Demonstrated experience in using Contract Register/Management software
- Experience in participating in tender processes including evaluating tender submissions

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: