

POSITION DESCRIPTION

POSITION: Procurement Officer	
DIRECTORATE: Executive Office of the General Manager	GROUP: Financial Services and Logistics
SECTION: Financial Services and Logistics	REPORTS TO: Team Leader Contracts and Procurement
GRADE: D	EMPLOYMENT TYPE: Fulltime
HOURS/WEEK: 35	POSITION No.: 1064
DATE: August 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

The Office of the General Manager – through the Executive Leadership Team – provides strategic direction and corporate leadership for the operations, governance and organisational performance of the City. This is achieved through a focus on; financial and corporate sustainability; driving economic and tourism outcomes and ensuring effective people, culture and safety outcomes.

THE GROUP

Our Financial Services and Logistics Group is responsible for the City of Coffs Harbour ("the City") strategic financial management and corporate financial support services. The group's functions include budgeting, treasury management, financial reporting, rating and revenue, payroll, debt management and finance transactional processing, along with strategic procurement, plant management and maintenance.

POSITION OBJECTIVES

To contribute to the effective and compliant operation of procurement and stores services by providing accurate administrative, systems and inventory support and assisting with contract administration, reporting and internal procurement processes in line with the City's requirements.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Provide internal support and guidance to users of the City's procurement system, including basic training, policy and best practice advice and assistance with procurement reporting.
- Support the end-to-end purchasing lifecycle, including requisition validation, purchase order creation, goods receipting and invoice or pricing resolution.
- Conduct sourcing activities in accordance with established policies and procedures to meet business needs, ensuring compliance with procurement thresholds and delegations.
- Assist with contract administration, including monitoring contract terms, renewals, extensions, terminations and supporting governance and performance reporting.
- Maintain accurate and compliant procurement and contract records across all relevant systems, ensuring data integrity meets organisational requirements, and produce timely reports that support organisational transparency and decision making.
- Support the efficient and accountable operation of the City's Main Store, including stock procurement, freight coordination, inventory maintenance and invoice reconciliation.
- Maintain accurate inventory records, support optimal stock levels, identify obsolete or new inventory lines, maintain the online inventory catalogue and generate inventory reports.
- Undertake non-stock procurement activities in accordance with City policies, using the online procurement system and corporate credit card.
- Assist with periodic stocktakes, investigate discrepancies and liaise and consult with relevant stakeholders to resolve issues.
- Identify, mitigate and escalate procurement risks to enable the organisation to meet its, ensuring appropriate approvals and documentation are in place.
- Assist in maintaining the Safety Data Sheet (SDS) Register to ensure accurate and compliant hazardous materials records.
- Provide administrative support to the Team Leader and broader team by maintaining and updating procurement systems, records and documentation.
- Undertake other tasks/duties as directed by your leader - that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Team Leader Contracts and Procurement
- Contracts and Procurement Staff
- Finance and Logistics Leaders and staff
- City leadership team
- Other City staff.

External

- Contractors and suppliers.

OTHER POSITION REQUIREMENTS

- Based on a 35-hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
 - Weekdays outside of 06:00 to 19:00 – 20%
 - Saturdays – 25%
 - Sundays – 50%.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Marcia Street Depot, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working indoor and/or outdoor, along with computer work. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the workday – depending on the nature of the tasks undertaken. Appropriate WHS standards will be applied for all manual handling activity. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III Business Administration, Procurement, Supply Chain or a related discipline or equivalent relevant experience in this field
- Current Class C Drivers Licence.

Desirable

- Certificate IV in Procurement and Contracting or Supply Chain Operations
- Forklift Licence (LF)
- General Construction Induction Training (White Card)
- Knowledge of Local Government procurement practices
- Working Safety at Heights.

CAPABILITIES

- Demonstrated experience providing administrative and systems support within a procurement, stores, logistics or supply chain environment, including the use of enterprise systems (e.g. TechOne / CiAnywhere or similar).
- Demonstrated ability to assist with contract administration processes, including monitoring contract details, renewals and compliance requirements, and maintaining accurate records.
- Experience supporting warehouse or stores operations, including stock procurement, goods receipting, freight coordination and invoice reconciliation.
- Demonstrated capability in inventory management, including maintaining accurate inventory records, supporting optimal stock levels, identifying obsolete or new stock lines, and generating reports.
- Experience undertaking non-stock procurement activities in accordance with organisational policies and procedures, including the use of online procurement systems and corporate purchasing cards.
- Demonstrated attention to detail and problem-solving skills, with the ability to assist with stocktakes and investigate and resolve discrepancies.
- Knowledge of, or ability to assist with, Safety Data Sheet (SDS) management and maintaining compliant records for hazardous materials.
- Strong organisational and administrative skills, with the ability to maintain accurate documentation, update online systems, and provide effective support to the Team Leader and broader team.
- Well-developed communication and interpersonal skills, with the ability to provide clear guidance and support to internal stakeholders.

**Position Demands Analysis
Procurement Officer**

EXPOSURE RATING TABLE					
No exposure	Low Exposure		Medium Exposure		High Exposure
0 hrs daily	0-2 hrs daily		2-4 hrs daily		4-8 hrs daily
0	1		2		3
PHYSICAL REQUIREMENTS					
All lifting to be undertaken using effective risk based manual handling techniques					
Sedentary work Lifting 0 - 4.5kg	2	Elevating arms above shoulder height	1	Climbing to access / exit excavations	0
Light work Lifting 4.5 - 9.1kg	1	Extend arms for reaching	2	Kneeling for extended periods	0
Medium work Lifting 9.1 - 22.7kg	1	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	0	Balancing	0
Repetitive Lifting	0	Walking for extended periods	0	Hearing above background noise	3
Pulling Loads > 5kg	1	Walking on uneven ground	1	Depth perception	0
Pushing loads > 5kg	1	Frequent bending / stooping	1	Colour vision	0
Lifting with trunk twisting	1	Shovelling / digging	0	Fine manipulation	1
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	0	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	1		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	1
Herbicide spraying	0			Possible exposure Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	2	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	1	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	0	Working at heights	1	Use of computer for screen-based activities	2
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence/aggression from customers	0
Noisy work areas	3	Fatigue	0	Violence/aggression from animals / wildlife	0