

Position Description

Procurement Specialist

Division	Chief Finance Office
Location	Town Hall House
Classification/Grade/Band	Band 5
Position Code	DD5007
Date position description approved	25 February 2019

Council overview

At the City we understand our people are our most important asset. Working here you join a passionate and dedicated team delivering great things for our community and city. Our employees are central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city – and continuing to provide valued community services.

From our high-quality facilities to local services and initiatives, the City of Sydney is dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The Procurement Specialist works with the Category Manager and is responsible for coordinating cross functional teams ensuring value for money across a diverse range of projects including projects of significant value and community benefit. The role ensures compliance for tendering and contract activities undertaken in accordance with legislative requirements, State Government guidelines and Councils policies and procedures.

Key accountabilities

- To support the Category Manager in the development of appropriate procurement strategies for the nominated Category of Procurement, taking into account Councils relevant Policies and objectives.
- To provide assistance and advice in the development and preparation of Tender, Quotations and Expression of Interests in meeting Councils objectives.
- To review contract documents and specifications prepared for the engagement of contractors to ensure a value for money outcome.
- To provide market information and benchmarking research to support tender, quotation and expression of interest delivery strategy.
- To coordinate the evaluation process and make determinations in relation to the validity and conformance of proposals to ensure value for money for council.
- Provide advice to evaluation panel members on appropriate decision-making processes and make decisions on non-compliance of panel members with probity provisions and processes.
- Coordinate negotiations with contractors in order to ensure proposals deliver best value for money outcomes for Council.
- Assist the Procurement Manager with issues relating to the effective management of tendering and contracting activities across Council.
- Provide responsive and proactive advice to contractors on Councils requirements and tendering procedures and de-brief contractors in relation to their submissions.
- Provide Council staff with on the job training in Council's tendering procedures.
- Recommend actions to improve the current process and/or customer service as part of a continuous improvement cycle.
- Ensure that confidentiality is maintained at all times.
- Interpret, negotiate and resolve conflicts and issues in relation to aspects of the City's Procurement activities and service delivery and deal with confidential and sensitive issues within the approved delegation and probity structure.
- Manage risk and ensure compliance within the relevant legislation and tendering guidelines whilst seeking to adopt innovative, best practice procurement solutions.

Key challenges

- To manage competing priorities to complete activities within set timeframes.
 - To operate within a matrix organisation that is required to comply with legislation and competitive business practices.
 - Supporting the introduction of new processes and functional change including the development of Divisional Strategic Category Management Plans and related documents and Reports.
 - Drive behavioural change and lead a continuous improvement agenda.
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Key relationships

Who	Why
Internal	
Category Manager and Procurement BU	<ul style="list-style-type: none">• Work with the Procurement BU to implement Category Management practices• Escalate issues, keep informed, advise and receive instructions• Support the development of strategic category management plans and related procurement documentation
Client Divisions	<ul style="list-style-type: none">• Provide advice and contribute to decision making• Identify emerging issues/risks and their implications and propose solutions• Manage the flow of information, seek clarification and provide advice and responses
External	
Suppliers	<ul style="list-style-type: none">• Negotiate and approve contracts and service agreements• Communicate needs, facilitate routine business transactions and resolve issues including Supplier escalations

Key dimensions

Decision making

The role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcome.

The position is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

Reports to

Category Manager or Procurement Manager

Number of Direct Reports

- Nil

Knowledge & Skills

Tertiary qualifications in a relevant discipline, or equivalent years in worked experience, and relevant professional accreditation or certification, such as CIPS.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Adept
	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
Resources	Financial Integrity	Adept
	Technology and Information	Adept
	Assets and Tools	Intermediate
	Procurement and Contracts	Advanced