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| <b>Town of Gawler</b>       |  |
| <b>POSITION DESCRIPTION</b> |  |

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|--|---|---------------------------|-----------|
| <b>Job Title</b>                             | Regional Procurement Project Officer      |                           |           |
|  | Barossa Regional Procurement Group (BRPG) |                           |           |
| <b>Department</b>                            | Finance and Corporate Services            |                           |           |
| <b>Team</b>                                  | Property and Procurement                  |                           |           |
| <b>Classification<br/>Award/Stream/Level</b> | General Officers Stream Level 5           |                           |           |
| <b>Nature of<br/>Engagement</b>              | Contract to 30/6/2021                     | <b>Date Last Reviewed</b> | July 2019 |
| <b>Full Time Equivalency</b>                 | 0.6                                       | <b>Appointed date</b>     |           |

### 1. Position Objective

The Regional Procurement Project Officer - Barossa Regional Procurement Group (BRPG) supports implementation of key procurement initiatives arising from the participating Councils, with the aims of generating cost savings, implementation of process efficiencies and delivery of economic benefits to the region.

The position is jointly funded by Mid Murray Council, Adelaide Plains Council, The Barossa Council, Town of Gawler and Light Regional Council. As such, the position works across all five Council's, coordinating activities, building relationships, developing consistency of procurement practices and ultimately demonstrating a collaborative regional approach. Although the position is hosted by The Town of Gawler travel between other Council offices will be required.

### 2. Reporting and Accountability

The position reports to the Team Leader, Property and Procurement.

The incumbent is required to comply with Council's policies, procedures, Code of Conduct and all relevant legislative requirements.

The incumbent is responsible for the delivery of all matters listed under key responsibilities together with specific objectives as set out in an agreed annual performance plan.

### 3. Corporate Responsibilities

#### ***Our People Our Culture***

The Town of Gawler is committed to developing a strong organisational culture through constructive leadership, management and teamwork. The behaviours of a constructive organisational culture are organised into four main constructive styles ***Achievement, Affiliative, Humanistic-Encouraging*** and ***Self-Actualising***. It is an expectation that Employees will participate in building a strong constructive culture in cooperation with each other.

#### ***Our Corporate Values***

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|-----------|--|
| Teamwork  | <i>Respectful and collaborative to all, listening, engaging and responding</i>     |
| Integrity | <i>Responsible and accountable for our actions</i>                                 |
| Inclusion | <i>Foster positive relationships within the organisation and greater community</i> |

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|---|--|
| Creativity  | <i>Encourage, source and deliver creative outcomes</i>                           |
| Happiness   | <i>Promote a caring and optimistic environment where staff are happy to work</i> |
| <p>Employees of the Town of Gawler are required to demonstrate Council's Corporate Values and to positively contribute to developing and maintaining a high performance team focussed on outcomes, continuous improvement and customer service (both internal and external) through:</p> <ul style="list-style-type: none"> <li>➤ identifying customer needs and expectations and responding in a polite, respectful and courteous manner</li> <li>➤ identifying and embracing new ways of doing things and in consultation with the Team Leader implementing continuous improvement strategies</li> <li>➤ constructively contributing to problem solving and decision making</li> <li>➤ clearly understanding your role, responsibility and accountability levels and contribution to the team</li> <li>➤ acknowledging other team members achievements</li> <li>➤ participating in Council's performance review process and training and development opportunities</li> <li>➤ maintaining confidentiality regarding issues relating to the organisation, customers and colleagues</li> <li>➤ supporting and facilitating a professional image of the Town of Gawler.</li> </ul> |  |
| <b>Work Health Safety</b>   |  |
| <p>As a member of the Town of Gawler's team, you have the responsibility to take reasonable care to protect your health and safety, and the health and safety of others within your work environment (including your colleagues and, where appropriate, members of the public) whilst you are at work and/or working. More specifically, you are required to comply with your obligations under the <i>Work Health and Safety Act 2012</i> (SA) and Council's Policies and Processes in relation to Work Health, Safety, Injury Management and Rehabilitation.</p>  |  |
| <b>Records Management</b>   |  |
| <p>Ensure compliance and adequately manage corporate records created and received according to relevant Policies, Processes and legislation.</p>  |  |
| <b>Policies and Compliance</b>  |  |
| <p>Maintain awareness and compliance with all Council and Administrative Policies, Processes and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.</p>  |  |

#### **4. Role Responsibilities**

- Coordinate the ongoing development, implementation and monitoring of the BRPG Forward Procurement Plan, including the development of individual project plans for key procurements.
- Provide Executive Officer and administrative support to the Barossa Regional Procurement Working Group regarding procurement project priorities.
- Review and continuously improve a standardised procurement framework for the region with an overarching Procurement Guide, consistent subsidiary administrative processes (where appropriate), and a standard suite of operational templates.
- Provide practical guidance on all aspects of procurement including planning, risk management, tendering, purchasing, contracting, financial control, contract evaluation and monitoring and contractor induction.
- Coordinate regionally centralised procurement planning, purchasing and contract management for identified joint procurement initiatives.
- Explore and validate additional opportunities for joint procurement contracts.
- Facilitate Procurement Project Teams consisting of Subject Matter Experts (and/or procurement officers) from participating Councils.
- Coordinate regional strategic procurement planning including:
  - the development of an annual procurement plan,
  - conducting supply market capability research,

- developing compliance audit controls, and
- developing or participating in a regional supplier education program.
- Undertake effective consultation and communication between member Councils, Suppliers and key local government procurement stakeholders.
- Development and facilitation of local supplier procurement capability aimed at increasing regional supplier tendering ability.

## 5. Qualifications/Experience

In undertaking the duties of your position with the Council, you acknowledge that, at a minimum, you meet all essential attributes listed below.

- Extensive Experience providing innovative and practical advice and solutions for a range of procurement and contract management issues.
- Extensive knowledge and ability to provide advice on procurement planning, contract negotiations, establishment of contract documentation and contract management.
- Demonstrated experience in undertaking a range of procurement processes, including the establishment of pre-qualified suppliers and panels of suppliers.
- Sound project management skills, including developing and managing budgets, preparation of progress reports and developing and monitoring KPIs.
- High level oral and written communication skills, including the ability to establish networks, work across a multidisciplinary environment and develop strong outcome focused and constructive working relationships with staff, colleagues, contractors and suppliers.
- High level organisational skills, negotiation, communication and problem solving skills.
- Adherence to continuous improvement, change management and quality management principles.
- Ability to make decisions, set and meet work area goals and objectives within broad guidelines and to plan and coordinate activities to provide efficient services.
- Ability to assist in the identification and analysis of strategic issues and deliver creative and innovative solutions to produce operational outcomes.
- Current National Police Certificate (or willingness to obtain one).
- Possession of a current Driver's Licence.

### Desirable Qualifications / Experience

- Extensive knowledge of legislation, regulation and best practice principles relating to local government procurement.
- Relevant Procurement Qualifications or experience that demonstrates an ability to undertake the position.

## 6. Variation and Review

The Council will review your Position Description as required for business or operational reasons.

The Council may vary your Position Description following consultation with you. If your Position Description is varied, you and the Council will sign the amended Position Description to acknowledge to its variation.

### Position Agreement:

#### Incumbent

(Print name)

(Signature)

(Date)

#### Authorised by

(Print name)

(Signature)

(Date)