

POSITION DESCRIPTION



Date: 9 May 2025

1. Position Identification

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|-------------------------|-----------------------------------|---------------|-----|-------------------|--|
| Title: | Procurement Officer | | | | |
| Position Number: | PE.RE.111 | Level: | 6/7 | Agreement: | Shire of Exmouth Enterprise Agreement 2017 |
| Department: | Corporate and Commercial Services | | | | |
| Section: | Finance | | | | |
| Location: | Exmouth, Western Australia | | | | |

2. Reporting Relationships

| | |
|------------------------|-----------------|
| Reports to: | Manager Finance |
| Direct Reports: | Nil |

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

The Procurement Officer coordinates the Shires procurement and tendering functions to ensure compliance with the Local Government Act as well as other relevant regulations and Council policies and guidelines.

5. Key Objectives

Review and update procurement practices to ensure they are used as guiding documents and embedded throughout the Shire.

Provide ongoing procurement training programs that ensure Council staff have a strong understanding of procurement policy and procedures.

Monitor compliance with statutory and internal requirements and follow up any non-compliance with relevant officers.

Provide direction and support to officers in undertaking the purchase of goods and services in accordance with the requirements of the *Local Government Act 1995*, its subsidiary legislation and the Shire's internal policy and procedures.

Provide support and direction to officers in drafting appropriate procurement scoping documents.

Coordinate the opening, closing and evaluation of tenders, expressions of interest and request for quotations to ensure information is appropriately registered, ensuring probity, confidentiality and transparency throughout the process.

Assist with compiling Council agenda reports relative to procurement.

Assist with the development of procurement contracts and agreements as and when required.

6. Key Responsibilities

- Update and maintain documented standards for procurement governance and procurement processes which result in value for money outcomes and minimise procurement risk.
- Liaise and consult with internal and external stakeholders to provide technical advice on all procurement matters.
- Ensure processing of agreements, lodgements and archiving as per Local Government regulations.
- Implement and maintain internal controls through which compliance with procurement policies and procedures are monitored and reported.
- Undertake internal auditing to ensure compliance with the Shire's procurement policies.
- Provide assistance and advice on procurement matters to Shire staff as required.
- Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Current national “C” class Western Australian driver’s licence (or be able to obtain within 3 months).
- Valid permanent Australian Work Rights.

Essential

- Diploma in Procurement, Business or demonstrated experience resulting in the same level of skill or ability to learn.
- Demonstrated experience in procurement coordination (or similar).
- Ability to create, read and explain complex legal agreements.
- Highly developed interpersonal skills, including written and verbal communications, customer service, decision making and negotiation skills that will enable positive and effective interaction with stakeholders.
- Work experience in Local Government environment.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Extensive knowledge of local government procurement practice, financial management and corporate governance.
- Previous exposure to financial management and budgetary procedures.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.