

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Contracts Officer	DIRECTORATE: Corporate Strategy & Performance	DATE: January 2019
REPORTS TO: Strategic Contracts and Procurement Advisor	SERVICE UNIT: Contracts & Procurement	LEVEL: 6
POSITION NUMBER: CS21007 & CS21013	SUB UNIT:	ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical) 10/10/80	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Corporate Strategy & Performance Directorate** addresses the full range of functions dealing with 'running the organisation'. This includes a coordinated approach to corporate planning, monitoring and reporting, whilst ensuring business processes and systems are effectively supported, reviewed and enhanced, and will facilitate continuous improvement, maintain high corporate standards and deliver long term financial sustainability.

POSITION CONTEXT

Under regular supervision of the Strategic Contracts and Procurement Advisor, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, involving the performance of non-repetitive activities governed by established policies, procedures, methods and guidelines to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; the business community; vendors and suppliers; and City Leaders and employees.

A challenging aspect of the role is ensuring the consistent interpretation of relevant legislation, standards and undertaking accurate and consistent work within an environment that includes regular interruptions, changing and competing priorities and tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Provides a tendering and contracts service in accordance with relevant legislation and the City’s policies, processes and procedures, ensuring probity, accountability and transparency in the procurement of goods and services

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS	OUTCOMES
Collaboration & Teamwork	<ul style="list-style-type: none">• Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.• Thinks critically and actively collaborates with colleagues and Leaders.• Contributes to the development of business improvement initiatives.
Customers & Stakeholders	<ul style="list-style-type: none">• Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.• Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.
Efficient & Effective Delivery	<ul style="list-style-type: none">• Facilitates the City’s formal request for quotation and public tendering and contract processes in accordance with relevant legislation and the City’s policies, processes and procedures, ensuring probity, accountability and transparency in the procurement of goods and services.• Investigates contractual issues and recommends appropriate actions, in accordance with relevant legislation and the City’s policies, processes and procedures.• Provides advice and guidance to customers and stakeholders on procurement and contract management related matters, in accordance with relevant policies, procedures and legislation.• Develops and delivers training in procurement and contract management systems, processes and procedures, ensuring that employees have the appropriate knowledge and skills to procure goods and services.• Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.• Proposes innovation and business improvement initiatives within area of accountability activity.
Systems & Processes	<ul style="list-style-type: none">• Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.• Follows the City’s administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.• Contributes to the development of processes and procedures that support the work of the Service Unit.
Resources, Governance, Compliance & Risk	<ul style="list-style-type: none">• Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.• Represents the City in an honest, ethical and professional way, ensuring adherence to the City’s Code of Conduct.• Demonstrates high and proactive concern for health, safety, environment, community and the City’s reputation.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Qualification in relevant discipline such as procurement and contracts management or similar.
- Relevant experience in a similar role is required.
- Intermediate experience in the efficient utilisation of information systems and technology.

Skills and Knowledge:

- Intermediate computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Advanced customer service skills.
- Advanced communication and problem-solving skills.
- Intermediate research and analysis skills.
- Intermediate negotiation and influencing skills.
- Knowledge of procurement and contract management principles and practices.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

Key Stakeholder Relationships:

- Support the Manager Contracts & Procurement and Strategic Contracts and Procurement Advisor to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name

David Best
Signature



Date
11 February 2019

Next Up Leader Name

Signature

Date