



INFORMATION PACKAGE

POSITION VACANT

PROCUREMENT COORDINATOR

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Thank you for enquiring about this position. After reading the information package, if you would like further information please contact Council's Manager Infrastructure Support Services, John Archer, on 1300 445 586.

Applications may be e-mailed to hr@hilltops.nsw.gov.au or mailed to:

The General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594



Position Description Procurement Co-Ordinator

Directorate	Infrastructure Services
Location	Hilltops Region
Reports to:	Manager Infrastructure Support Services
Grade:	Grade 8 (Hilltops Council Salary System)
Conditions of Employment:	Permanent, 70-hour nine-day fortnight Local Government (State) Award 2017 9.5% employer superannuation contribution

Council overview

Hilltops Council was established on May 12, 2016 and includes the towns of Boorowa, Harden and Young and their surrounding villages. It is a well-situated agricultural region, centrally located in NSW, just two hours' drive from the national capital in Canberra and four hours from Sydney. It has a diverse economy with a strong rural base and offers a relaxed, country lifestyle with all the benefits that can be found in major regional centres.

Council values



Primary purpose of the position

The purpose of the Procurement Coordinator is to develop and implement a co-ordinated and broad-based procurement system for Council. This will ensure that the purchasing and procurement of goods and services is both cost-effective and efficient across the organisation.

Key accountabilities

Within their areas of responsibility, listed below, this role is required to:

- Develop and co-ordinate a consistent, centralised contract and procurement policy and procedures;
- Provide procurement training, recommendations and support to all levels of staff to ensure compliance with the system;
- Ensure all Local Government Act 1993 (LGA), Competitive Policy, Delegated Authority Limits and ICAC requirements are adhered to relating to procurement;
- Establish and maintain key supplier agreements, while seeking ways to improve efficiencies and ensure purchasing compliance;
- Develop, maintain and review Councils contract procurement systems and establish service level outcomes and standards for tendered operations in consultation with management;
- Establish, monitor and maintain effective contract, vendor and stock registers and databases to allow for information management;
- Audit & review quotations for the purchase of goods, works and services to verify compliance within the delegated limits authorised by the LGA and Council resolutions;
- Provide specialist advice and assistance to the internal stores' facilities;
- Ensure the effective administration of council annual and one-off contracts for fleet, plant, consultancy and equipment resources;
- Co-ordinate the tender process, including document preparation, advertising, and evaluation ensuring all contract and legislative requirements are met during the entire process;
- Answer public enquiries on tenders and tendering processes including advising successful and unsuccessful tenderers of council recommendations and providing debriefing information;
- Act with sensitivity, confidentiality, courtesy and discretion at all times;
- Facilitate a culture of continuous improvement, collaboration and exceptional customer service;
- Undertake other duties as directed within the skills and abilities of a position at this level.

Essential criteria

1. Relevant qualifications and/or extensive experience in procurement, tendering and contract management;
2. Knowledge and understanding of contract and trade practices law as well as competitive tendering policies;
3. Excellent written (including report writing), verbal communication and presentation skills, with highly developed consultation and negotiation skills;
4. Demonstrated skill and experience in developing and maintaining organisational procurement and purchasing processes within a public-sector environment;
5. Demonstrated budgeting and financial management skills;
6. Ability to provide training to council staff in procurement requirements and associated matters;
7. High level computer literacy and general administration skills, including accuracy and attention to detail;
8. Ability to work cooperatively with other areas of organisation to achieve agreed outcomes.

Desirable criteria

1. Knowledge of local government tendering and procurement practices;
2. Experience in the use of local government software systems.

Limits of Authority

In carrying out his/her responsibilities, this position will have authority and freedom to act within regulations and Council policies and guidelines. This position will often make decisions by choosing the appropriate process or direction, with more complex problems being referred to the Manager Infrastructure Support Services.

Organisational Accountabilities

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none"> • Provide effective service to Council customers and the community. • Provide effective service to internal customers. • Present a positive image of Council.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The LGCF is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept

 Results	Plan and Prioritise Think and Solve Problems Create and Innovate	Advanced Intermediate Intermediate
	Deliver Results Finance Assets and Tools Technology and Information	Adept Intermediate Intermediate Adept
 Resources	Procurement and Contracts	Adept

Focus Capabilities

The focus capabilities for the position 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 satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability Level	Behavioural Indicators	
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework

Group and Capability Level	Behavioural Indicators	
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks

CONDITIONS OF EMPLOYMENT

Position	Procurement Coordinator
Award	Local Government (State) Award 2017
Grade	Grade 8 (Professional/Specialist Band 3 Level 1)
Salary range	The salary range for this position is \$1,297.70 – \$1,437.89 week plus 9.5% superannuation.
Employment status	Permanent, full-time Opportunity exists in this role for job-share employment.
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of work	70 hours per nine-day fortnight.
Location	Hilltops Region – the incumbent in this position may be requested to commence work from any of our work locations in the region, but will initially be based out of our Young office.
Leave entitlements	Four (4) weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year. Three (3) weeks sick leave on commencement, which includes provision for carers leave. Additional 3 (three) weeks accumulated on each anniversary of appointment. Other leave provisions as per Local Government (State) Award 2017.