

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Governance Administration Officer – Procurement</b>
<b>Position Number:</b>	<b>11083</b>
<b>Directorate:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Manager Governance &amp; Organisational Strategy</b>
<b>Department:</b>	<b>Governance &amp; Organisational Strategy</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2021</b>
<b>Classification:</b>	<b>Level 4</b>

## 1 POSITION OVERVIEW

The Governance team is responsible for overseeing governance and statutory compliance within the organisation.

The Governance Administration Officer – Procurement will provide an administration, advice and support function to all teams across the organisation to ensure compliance with systems, processes and policies in relation to procurement and contracts

### 1.1 Position Objectives

- To support and provide assistance to the Governance team with particular focus on the governance of procurement and contract management policies, processes and systems.

## 2 DUTIES AND RESPONSIBILITIES

### 2.1 Procurement

- Provide direction and assist officers in undertaking the purchase of goods and services in accordance with the requirements of the *Local Government Act 1995* and its subsidiary legislation and the City's internal requirements
- Assist with maintaining procurement policies, guidelines, procedures and templates.
- Maintain procurement registers and process Governance control documents.
- Undertake internal control checks to ensure officers are adhering to Council policy and purchasing procedures.
- Provide support and advice to officers and suppliers on the use of online procurement tools and software products, i.e. Vendorpanel, Tenderlink and Technology One/CiAnywhere.
- Attend tender openings and tender evaluations as an independent observer and advisor on governance and compliance related issues.
- Provide ongoing training to officers.
- Assist with the collation and preparation of documents and reports as required.

### 2.2 Contract Management

- Assist with maintaining contracts registers.
- Assist with maintaining any contract related policies, guidelines, procedures and templates.
- Ensure that responsible officers attend to the renewal or expiry of contracts in a timely manner.
- Advise officers on the appropriate form of contract to meet their particular needs.
- Issue Australian Standards contracts.
- Provide advice on contractual issues which may arise from time to time.

## **2.3 Other Governance functions**

- Assist with processing Freedom of Information requests in accordance with the *Freedom of Information Act 1992*.
- Assist as required with internal audits and investigations.
- Assist as required with the maintenance of Compliance registers.

## **2.4 Corporate Support**

- Develop and maintain relevant sections of the Governance team SharePoint pages and libraries.
- Assist with the education and training of officers regarding procurement, and contracts.
- Assist with the development and maintenance of processes using Promapp.
- Provide administrative support in the research and delivery of projects.
- Assist with the collation and preparation of documents and reports as required.
- Provide administrative backfill and leave support to the Governance team as the need arises.

## **2.5 Health and Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

# **3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

## **3.1 Authority and Accountability**

- Works in accordance with approved Council's policies, procedures and guidelines.
- Works with the Governance Officer - Procurement under the general supervision of Manager Governance and Organisational Strategy.

## **3.2 Judgement and Problem Solving**

- Proven decision making and problem-solving skills that support organisational values.
- Ability to respond to situations and tasks appropriately showing initiative or seeking further instruction where required.
- Ability to analyse, organise and interpret data.
- Ability to prioritise work and meet expected deadlines.

### **3.3 Specialist Knowledge and Skills**

- Ability to interpret relevant legislation.
- Proficient computer literacy skills.
- Ability to maintain a high level of confidentiality.
- Methodical approach to administration and attention to detail.

### **3.4 Interpersonal Skills**

- Developed negotiation, written and verbal communication with a high level of attention to detail and accuracy.
- Ability to work effectively as part of a team and foster and maintain effective working relations with all levels of staff and stakeholders.

### **3.5 Qualifications and Experience**

- Experience in a similar role with procurement and contract administration experience in a local government context being preferred.
- Experience in the use of online procurement systems such as Tenderlink/Vendorpanel/Technology One/CiAnywhere, and use of contract management computer systems is desirable.
- Exposure to corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports is desirable.
- Current C class driver's licence.
- National (or Federal) Police Certificate, no more than 6 months old (or willing to obtain one).