

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Governance Officer – Procurement</b>
<b>Position Number:</b>	<b>10960</b>
<b>Directorate:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Manager Governance &amp; Organisational Strategy</b>
<b>Supervises:</b>	<b>Nil</b>
<b>Department:</b>	<b>Governance &amp; Organisational Strategy</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5</b>

## 1 POSITION OVERVIEW

The Governance Officer – Procurement is responsible for overseeing governance and statutory compliance within the organisation. The officer will provide an administration, advice and support function to all teams across the organisation to ensure compliance with systems, processes and policies identified through contractual and legal obligations.

### Position Objectives

To provide effective support within the Governance team through the governance of procurement and contract management processes and systems.

## 2 DUTIES AND RESPONSIBILITIES

### 2.1 Governance of Contract Management

- Develop, maintain and update a whole-of-organisation contracts register in sync with the vital records filing systems.
- Develop and maintain organisational procedures, forms and templates that are required to facilitate the implementation and ongoing maintenance of the Contracts Register.
- Develop and maintain any City Policies relating to contract management as necessary.
- 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.
- Control organisational access to Australian Standards Contracts and maintain the Australian Standard Contracts Register.
- Provide advice on the formalities of contract preparation to the responsible officer.
- Provide advice on contractual issues as may arise from time to time.

### 2.2 Procurement and Disposals of Property other than Land:

- Provide direction and assist officers in undertaking the purchase and disposal 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
- Develop and maintain as needed the City's Project Initiation and Implementation Guidelines (PIIG), Purchasing Guidelines and purchasing and tendering templates and procedures
- Develop and maintain the City's Policies relating to the areas of procurement and disposals of property other than land.
- Maintain the Tender Register, Disposal of Property Register, and Quotation Register.
- Undertake purchasing and internal control checks to ensure officers are adhering to Council policy and purchasing procedures.

- Provide support and advice to officers on the use of online procurement tools and software products, i.e. eQuotes and Tenderlink.
- Promote the use of Vendorpanel Marketplace for accessing local suppliers.
- Provide guidance and assistance as required to current and potential suppliers with registration for and the use of our online procurement tools.
- Attend tender openings and tender evaluations as an independent observer and advisor on governance and compliance related issues.
- Provide ongoing training to officers relating to procurement and disposals of property other than land.

### **2.3 Other Governance functions**

- Provide advice and information on the provisions of the *Local Government Act 1995* and its subsidiary legislation, Local Laws and Standing Orders to Officers and Council as required.
- Assist with processing Freedom of Information requests in accordance with the *Freedom of Information Act 1992*.
- Assist if required with the review of Local Laws.
- Assist with the implementation of the risk management framework, including reviews of risks and controls relating to procurement and contract management.
- Assist as required with scheduled internal audits.
- Undertake spot audits on services and functions as the necessity arises.
- Assist if required with any investigation into minor breach complaints.

### **2.4 Corporate and Statutory Documents**

- Assist with the maintenance of various registers of all corporate and statutory documents including but not limited to Tender Register, Quotation Register, Disposal of Property Register and Complaints Register.
- Undertake proactive and periodic review of documents to ensure currency and accuracy of documents.
- Assist with the education and training of staff in corporate and statutory protocols, particularly in areas relating to corporate compliance, procurement, disposals of property other than land, and contracts.
- Draft Council reports where necessary.

### **2.5 Corporate Support**

- Develop and maintain relevant sections of the Governance team SharePoint pages and libraries.
- Assist with process development and review that supports the organisation to utilise key governance services using process mapping software i.e. Promapp.
- Provide specialised administrative support in the research and delivery of projects as required.
- Assist in the preparation and lodgement of the annual Compliance Audit Return.

### **2.6 Business Continuity**

- Assist with the implementation of the business continuity framework project.
- Maintain regular and timely reviews of the documentation in consultation with other work areas.

### **2.7 Process Mapping**

- Publish, maintain and review process maps using Promapp.
- Assist with providing support to officers with the use of Promapp if required.

### **2.8 Safety and Health**

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**

- Accountable for ensuring procurement processes comply with statutory provisions and Council policies.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.

#### **3.2 Judgement and Problem Solving**

- Ability to analyse significant procurement and contract issues, and understand the competing needs of stakeholders.
- Sound problem solving and conflict resolution skills.

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

- Demonstrated knowledge of the functions of local government including the legislative, policy and procedure requirements of the *Local Government Act 1995* and associated Regulations.
- Ability to interpret relevant Commonwealth and State legislation.
- Proficient computer literacy skills.
- Demonstrated understanding of risk management and business continuity principles.
- Well-developed organisational and time management skills.
- Capacity to work autonomously and independently.
- Ability to maintain a high level of confidentiality.

#### **3.4 Inter Personal Skills**

- Well-developed written, interpersonal and verbal communication skills.
- Ability to work as part of a team and foster and maintain effective working relationships with all levels of staff and stakeholders.

#### **3.5 Qualifications and Experience**

- Law or business qualification at degree level, or sufficient work experience in the area of interpreting legislation and its application, particularly in the Local Government and procurement context.
- Experience with the governance of procurement and/or contracts with experience in a Local Government context being preferred.
- Experience in the use of online procurement systems such as Tenderlink/Vendorpanel, 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.
- Exposure to risk management systems and reporting systems is desirable.
- A National (or Federal) Police Clearance (no more than 6 months old) is required for this position.