



POSITION DESCRIPTION

Position Title:	Governance Officer - Procurement & Contracts
Position Number:	11178
Directorate:	Corporate & Commercial
Reports to:	Governance Coordinator – Procurement and Compliance
Supervises:	Nil
Department:	Governance and Organisational Strategy
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 5

1. POSITION OVERVIEW

1.1. Position Objectives

The Governance Officer – Procurement & Contracts is responsible for overseeing governance and statutory compliance of procurement and contracting within the organisation. The officer will provide an administration, advice and support function to all teams across the organisation to ensure compliance with legislation, systems, processes and policies.

2. DUTIES & RESPONSIBILITIES

2.1. Procurement:

- Develop and maintain the City's procurement framework including policies, delegations, guidelines, procedures, templates and registers.
- Provide direction and support 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 City's internal requirements.
- Undertake purchasing control checks to ensure adherence to statutory and internal requirements.
- Maintain and provide support to officers and suppliers on the use of online platforms such as VendorPanel, Tenderlink and CiAnywhere.
- Administer procurement processes including the drafting of documents.
- Attend tender openings and evaluations to observe and advise.
- Provide ongoing procurement training to officers.
- Develop and maintain the City's project planning framework.

2.2. Contract Management

- Develop and maintain the City's contract management framework including policies, delegations, guidelines, procedures, templates and registers as necessary and as it relates to procurement.
- Provide direction and support officers with the administration of procurement contracts.
- Undertake contract control checks to ensure adherence to statutory and internal requirements.

- Maintain and provide support to officers and suppliers on the use of online platforms used for contract management such as CiAnywhere.
- Ensure officers attend to the renewal or expiry of contracts.
- Administer contract execution and extension activities as required.
- Maintain Australian Standard contract licences and issue contracts.
- Provide advice on contractual issues as may arise.
- Provide ongoing training to officers.

2.3. Governance and Corporate Compliance Reporting

- Complete the procurement section of the annual Compliance Audit Return.
- Provide statutory, Governance and best practice support and advice related to procurement and contracts.
- Maintain SharePoint and website content associated with procurement and contract management.
- Assist with compiling agenda reports for Council or Audit and Organisational Risk Committee meetings.
- Gather and provide documentation and information requested by auditors.
- Update documents and templates as directed to align with organisational procedures, policies and guidelines.

2.4. Health & 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 & Accountability

- Works under direct supervision of the Governance Coordinator – Procurement and Compliance
- Works in accordance with Council's policies, procedures and guidelines.
- Accountable for ensuring duties comply with statutory provisions and Council policies.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.

- Responsible for meeting any performance measures as determined for this role.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents and instructions.

3.3. Specialist Knowledge & Skills

- Demonstrated knowledge of procurement and contract management principles.
- 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 legislation.
- Proficient computer literacy skills.
- Well developed organisational and time management skills.
- Capacity to work autonomously and independently.
- Ability to maintain a high level of confidentiality.

3.4. Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills.
- Ability to manage time effectively to ensure duties are carried out to the required standard
- Highly developed customer services skills, conflict management and negotiation 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 & Experience

- Completion of, or progress towards, a business qualification at degree level, or sufficient work experience in the area of procurement and contracting.
- Exposure to procurement and contract management systems is essential.
- Experience with procurement and contracting in local government is preferred.
- 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)