



Position Description

Procurement and Stores Officer

Position title

Procurement and Stores Officer

Position number

6/015

Department

Works & Utilities

Classification

Level 4, Queensland Local Government Industry (Stream A) Award 2017 and
Winton Shire Council Enterprise Bargain Agreement 2023, as varied *Queensland Local Government Industry* (Stream A) Award 2017

Terms of employment

Full-time Permanent

Supporting documents

Employee Code of Conduct
Workplace Health & Safety Responsibilities
Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Directly: Director of Works

Supervision of:

No supervision applicable

Internal Liaisons

Management, Council Staff and Council Departments as required.

External liaisons

Winton Shire Community at large, Suppliers and Contractors

Position objectives

The Procurement and Stores Officer will manage the Stores section and process purchasing transactions across all Council Departments for equipment, materials, supplies, capital goods and services.

The objectives of this position include:

- To manage the services of Council's Stores Section.
- To provide leadership, direction, support and compliant procurement and contract management arrangements for Council.
- Develop, implement and maintain the Council's procurement and contract management framework, policies and processes to ensure that all of Council's procurement arrangements are administered from commencement to finalisation in a manner consistent with legislation and Council approved policies and procedures; and,
- Contribute to the effective operation of Council as a whole.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Qualifications/Licences/Tickets required

MANDATORY

- Experience working in a stores and procurement role with local government.
- Hold and maintain a “C” Class Manual drivers licence with the ability to drive in rural and remote locations

DESIRABLE

- Relevant qualifications to the position (Business, Administration, Warehousing) and or extensive relevant experience in stores/procurement/administration related role.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Internal training for specific area relating to the position is required.
- Physical capacity to undertake regular manual handling tasks.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

Procurement:

- Provide quality and timely support, assistance and advice to Council management and staff on specific procurement projects, purchasing, tendering, contract matters and related sectors.

- Draft, administer and finalise tenders and quotation documentation using a web-based tender service such as Vendor Panel including using good governance and probity and comprehend the legal issues pertaining to this process and these documents.
- Establish, rationalise and monitor key supplier agreements and Council's preferred supplier register for new and existing suppliers, identify new opportunities and seeks ways to gain economic savings and increased service levels.
- Review, monitor and manage purchasing processes and policies to ensure Council obtains best value for expenditure on goods and services and complies with relevant legislation and statutory requirements.
- Work with related finance and Resource Management staff members in relation to purchasing compliance.
- Continuously improve procurement process and systems including regular advice and audit reporting on Council's purchasing process and practice.
- Be receptive to new ideas and changing environments and the ability to deal positively with ambiguity and change, to act as a change agent recognising opportunities, and managing resultant change within a team environment.
- Provide staff with training on Council's procurement systems and processes to a level relevant to their position; and
- Support Council Management in the development, implementation and maintenance of innovative and sustainable procurement guidelines, procedures and policies.

Stores

- Develop processes required to enable effective monitoring of inventory to agreed minimums.
- Manage the ordering, storage and issue of materials and equipment from Council's Stores Section for Council's maintenance and construction program.
- Manage receipt of goods from Stores Section and Crusher Yard.
- Manage ordering and obtain Safety Data Sheets (SDS) for all hazardous substances ordered.
- Manage the clerical processes of Council's Stores including computer data entry involving stock control, ordering and issues.
- Perform accurate record keeping (computer and paper) for all records associated with goods ordering and the receipt and issue of stores.
- Manage the monitoring of stock levels in the Store and ordering stores on an 'as required' basis taking into account stock levels, usage requirements, shelf life, cost effectiveness and overall carrying costs.
- Manage stocktaking activities.
- Manage the issuing and ordering of clothing and Personal Protective Equipment (PPE) to staff including assessing items for replacement and determining sizes, styles and quantities required.
- Maintain register of all chemicals kept in Stores in accordance with legislation.
- Manage reconciliations of all fuel record sheets and fuel delivery sheets to Council camps.

- Ensure the prompt transfer of paperwork and documentation to the Council main office.

Other Items

- Maintain a high level of housekeeping and a safe work area.
- Other duties within the capabilities of the staff member as directed by Council from time to time.
- Contribute to the continuous improvement of Council's policies and processes;
- Maintain confidentiality of all Council operation including using diplomacy and confidentially when assisting with sensitive issues.
- Deliver agreed outcomes, on time and in accordance with best practice principles;
- Attend relevant functions, meetings, workshops, seminars and training courses as directed.
- Any other duties as directed by senior staff, relevant to the position and within the capabilities of the officer.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Relevant experience to the position and/or demonstrated ability of operational activities performed in Procurement and Stores, including factors that impact the role.

Selection Criteria 2

Excellent numeracy, interpersonal, written and oral communication skills with the ability to negotiate mutually beneficial outcomes with a range of internal and external stakeholders and prepare a range of clear and concise reports.

Selection Criteria 3

Demonstrated ability or knowledge to complete the process of quotations and/or tenders with sound understanding of requirements, governance and probity. Previous experience using web based tender service such as LG Tender Box or VendorPanel is desirable.

Selection Criteria 4

High level of personal attributes including self-motivation, initiative, strong organisational skills, time management and a willingness to explore new opportunities to effectively manage clients, managers and suppliers; and

Selection Criteria 5

Advanced level of knowledge and ability to operate Microsoft Office suite of programs.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Procurement and Stores Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which **MUST** include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.