

Randwick City Council



Position Description and Person Specification

Name of Occupant:

Position: Procurement Analyst

Position Number:

Award Placement: Grade

Date Last Amended: July 2017

Department: Governance and Financial Services

Section: Administrative Services

Unit: Procurement

Position Title of Supervisor: Coordinator Procurement

Positions Reporting to this Position:

Direct:

Indirect:

Delegations of Authority RT011 — Tenders Opening

RC011(ii) and (iii) - Correspondence

Signature of Occupant

Date

Signature of Supervisor

Date

1. Purpose of Position

- 1.1** Responsible for the provision, coordination and support of procurement services to Council, incorporating tender and contract management.
- 1.2** To effectively monitor, review, control and ensure compliance with Council's Procurement policy and procedures.
- 1.3** Provide advice and support services to ensure efficient and effective delivery of the procurement function across Council.
- 1.4** To provide the highest level of customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

2. Organisational Relationships

- 2.1** Position Title(s) of Supervisor(s):
Coordinator Procurement
- 2.2** Position Title(s) that also report to Supervisor:
Procurement Analyst
Supply Supervisor
- 2.3** Title(s) of Positions that report to this Position:
N/A

3. Budget Management

- 3.1 Expenditure:**
\$10,000
- 3.2 Revenue:**
\$0
- 3.3 Value of Contracts Managed:**
Manage 3rd party panel contracts used by Council (>\$1,000,000)
Manage various administrative services contracts

4. Challenges / Problem Solving

- 4.1** Ensure the understanding of, and compliance with the functions of procurement and tendering across the organisation, in accordance with policy, procedures and applicable regulations.
- 4.2** Ensure a positive perception as an effective and efficient unit.
- 4.3** Contribute to the development of strategies for managing the procurement processes in an effective, competent, and compliant manner.
- 4.4** Assist with and participate in the development and review of specifications, and the establishment of performance measures and indicators for Council suppliers.
- 4.5** Monitor and review negotiated supply contracts to ensure deliverables are in accordance with specifications, contracted rates, and Council requirements.
- 4.5** Contribute to the procurement activity planning process by identifying and initiating new supply arrangements, based on spend analysis and staff consultation.
- 4.6** Participate in performance review meetings with clients, contractors and suppliers. Address disputes with contractors and/or suppliers.

5. Decision Making

- 5.1** Prioritise the tenders and quotations required by Council in terms of organisational needs, available resources, contract value, and management requests.
- 5.2** Determine the evaluation methodology and associated criteria required for various procurement processes.
- 5.3** Determine composition of evaluation panels.
- 5.4** Determine what information, advice, and training is given to staff and suppliers regarding procurement matters.

6. Communication

- 6.1** Liaise with and provide advice and training to Council staff on acquisition processes, specification writing, evaluation methodologies, assessment procedures, contract management, and probity in contracting and tendering.
- 6.2** Reports to Council & senior management, internal and external correspondence and responses to enquiries are provided within required deadlines and are prepared to a professional standard.
- 6.3** Ensure the timely communication of tendering and procurement procedures and processes to all staff. Appropriate training must also be provided as required.
- 6.4** Communication with, and provision of advice to contractors, including liaison during a tender process, and tender debriefs. All communications are in accordance with the Act and Tendering Regulations.
- 6.5** Participate on and contribute to SSROC procurement activities on behalf of Council.

7. Specific Accountabilities

7.1 Accountabilities:

- 7.1.1** Ensure the understanding of, and compliance with the functions of procurement and tendering across the organisation, in accordance with policy, procedures and applicable regulations. Participate in the provision of staff training and development of support material and documentation.
- 7.1.2** Demonstrate effective and efficient interpersonal skills, with internal customers and external organisations, to facilitate positive client relationships and foster successful working partnerships.
- 7.1.3** Assist in the development, implementation and monitoring of tender and contract/contractor management procedures and practices that support the commercial provision of products and services to Council.
- 7.1.4** Monitor and coordinate the preparation of contract documents for the engagement of consultants and contractors. Ensure appropriate execution and registration of all legal documents.
- 7.1.5** Contribute to the establishment and management of Council and SSROC long-term supply agreements, including active participation in the procurement activity planning process.
- 7.1.6** Monitor and review negotiated supply contracts to ensure deliverables are in accordance with specifications, contracted rates, and Council requirements. This includes tracking expenditure and monitoring performance.

- 7.1.7** Facilitate the tender/quotation process, including liaison with Councils internal auditors and project managers as to timing and required deadlines. Oversee and/or participate on evaluation panels, ensuring Councils procurement methodologies and probity are maintained.
- 7.1.8** Contribute to the coordination and monitoring of the Procurement section activities, processes and systems. Ensure electronic systems are maintained and current.
- 7.1.9** Advise senior management in respect to any issues and/or complaints regarding the tender process and recommend actions to improve the current process and/or customer service.
- 7.1.10** Ensure that confidentiality is maintained at all times.

7.2 Performance Measures:

- 7.2.1** 99% of all tender, quotation and contract related procedures, templates and associated support documentation is current, clearly identified, and available to staff.
- 7.2.2** 99% of all tender and contract related material is prepared/reviewed and registered as required.
- 7.2.3** Contracts and contract registers are current in relation to compliance, performance management reviews, and rate increases.
- 7.2.4** Timely reports are provided to management of potential breaches of the procurement policy, procedures and tendering regulations.
- 7.2.5** Staff are provided with timely advice and assistance regarding procurement, tender, and/or contract related information, including the establishment of Contract User Guides.

8. Workplace Health and Safety

8.1 Accountabilities:

- 8.1.1** Demonstrate appropriate behaviours that model EEO and WH&S principles and practices ensuring an equitable and safe workplace.
- 8.1.2** Identify and rectify any breach of procedures that may prejudice the health and safety of persons at the workplace.
- 8.1.3** Enforce adopted risk management procedures.

8.2 Performance Measures:

- 8.2.1** Timely and effective training is undertaken and records kept.
- 8.2.2** Prompt action taken to remedy workplace risks.

9. Financial Management Accountabilities

9.1 Accountabilities:

- 9.1.1** Establish supplier arrangements that will enhance Council performance in terms of both cost reduction and service/supply improvement.
- 9.1.2** Review Council expenditure and determine areas that require agreements or contracts to be established.

9.1.3 Monitor supplier usage to ensure expenditure does not breach the Local Government tendering regulations.

9.2 Performance Measures:

9.2.1 Expenditure within identified and approved budget.

9.2.2 Expenditure in accordance with Council procurement policy and procedures.

10. Corporate Accountabilities

10.1 Accountabilities:

10.1.1 Communicates and supports Council's outcomes and strategic objectives and acts in a manner consistent with its values.

10.1.2 Has sound understanding of customers and delivers services to standards that are set by Council.

10.1.3 Assist the Procurement Coordinator with the effective management of procurement activities across Council.

10.1.4 Ensure all procurement activities are conducted ethically, with probity, and in accordance with Council's code of conduct, policies and procedures.

10.1.5 Meets Management Plan Key Performance Indicators.

10.2 Performance Measures:

10.2.1 Knowledge of, and adherence to, Council's resolutions, strategies and values

10.2.2 Quality of advice, training and assistance provided to staff and management.

10.2.3 100% of tenders and quotations conducted in accordance with Local Government Act & Tendering Regulations, Council policy and procedures.

11. Knowledge, Skills and Experience

Essential Criteria:

11.1 Relevant qualifications and/or extensive experience in a similar role.

11.2 Demonstrated experience with the procurement and contract management lifecycle.

11.3 Knowledge of the requirements of the Local Government Act 1993, Local Government (Tendering) Regulations, ICAC Guidelines, and other legislation relevant to this position.

11.4 Well-developed written and oral communication skills to enable effective communication, negotiation and consultation with a wide range and level of internal and external customers.

11.5 Demonstrated high standards of team work, including the ability to achieve departmental and organisational goals.

11.6 Commitment to and demonstration of the values of Integrity, Customer Focus, Accountability, Respect and Excellence.

11.7 Demonstrated ability to meet deadlines and to balance competing priorities.

11.8 Excellent decision-making, numerical and analytical skills.

- 11.9** Strong computer skills, including a sound working knowledge of procurement and contract management systems, and Microsoft Office desktop applications.
- 11.10** Ability to work under one's own initiative without the need for constant supervision.
- 11.11** Undergo a Criminal Record History Check with a result of no relevant adverse findings.

Desirable Skills and Abilities:

- 11.12** Knowledge of the Technology One Financial System, including Supply Chain Management and Contracts modules, and TRIM document management system.
- 11.13** Working knowledge of Australian Standards contracts, contract administration, and supplier management.
- 11.14** A current valid Class C driving licence.

12. Attachments

12.1 Organisational Chart

