



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION  
DESCRIPTION**



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Contracts & Procurement Support Officer	<b>CLASSIFICATION</b>	Level Three (3) to Four (4)
<b>DIRECTORATE</b>	Corporate, Governance & Financial Services	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream A
<b>DEPARTMENT</b>	Contracts & Procurement	<b>REPORTS TO</b>	Manager Contracts & Procurement
<b>POSITION NO.</b>	46,205.00	<b>LAST REVIEW DATE</b>	July 2022

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

## B. DEPARTMENT SUMMARY:

The Procurement and Contracts Department works as a strategic Partner with the Executive Director Corporate, Governance and Financial Services to drive the development and strength of the procurement, contracts, purchasing and stores functions.

## C. POSITION SUMMARY:

Working as a member of the Contracts and Procurement Team, this position provides direct support to the Manager Contracts and Procurement (MC&P) and the Procurement Team in the creation, management and administration of contracts and related documentation. It involves the establishment and maintenance of contract data on IRIS, Tech One and related information management systems. It also involves requisitioning and purchase order processing, communicating with suppliers and internal customers and general administration.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

Provide high level confidential administrative, reporting and procurement support to the Contracts & Procurement Team, including but not limited to the following duties;

1. Provide administrative support in connection with corporate procurement administration.

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2. Maintain a high level of customer satisfaction by providing stakeholders with responsive and proactive assistance.
3. Ensure procurement activities are completed in a timely manner and to follow up or expedite requests as necessary.
4. Record, store and maintain relevant information regarding agreements, contracts, quotations, expression of interest and tenders within the procurement filing system, ECM, council website or other information management system as appropriate.
5. Validate and release Purchase Orders submitted by authorised requisitioning officers, ensuring compliance with the Procurement Policy and Delegations of Authority.
6. Preparation of letters of award, memos, minutes, reports, spreadsheets / databases and presentations.
7. Review documentation for accuracy and action appropriately.
8. Assist the Procurement Team with administration of quotations and tender documents including uploading onto tendering and quotation platforms.
9. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
10. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
11. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
12. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

## E. KEY COMPETENCIES:

### Knowledge and skills

1. Professional and courteous interpersonal and communication skills, including the ability to liaise effectively with a broad range of stakeholders in providing procurement administrative assistance to enable achievement of desired outcomes;
2. Ability to plan, coordinate and manage to complete competing priorities efficiently and effectively within set deadlines;
3. Ability to work as part of a team in a fast-paced environment
4. Analytical and problem-solving skills

### Experience

1. Experience in contract administration or procurement (preferred).
2. Experience in Queensland Local Government Procurement (preferred)
3. Experience in the use of the Microsoft Office suite of products
4. Experience with systems, processes and techniques;

### Qualifications

1. Tertiary qualifications in Business Management (desirable).
2. Certificate in Contracting Fundamentals (desirable).
3. Demonstrated experience (3+) years within an administrative and customer service environment.

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4. The role requires the possession of a current C Class Open Australian Drivers Licence.

## F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

### Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

### Specific Actions Required:

This job may include:

- | Standing/Walking                               | Sitting                                       | Driving  |
|--|---|--|
| <input type="checkbox"/> None                  | <input type="checkbox"/> None                 | <input type="checkbox"/> None                  |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional           | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs             | <input type="checkbox"/> 1 - 4 Hrs            | <input type="checkbox"/> 1 - 4 Hrs             |
| <input type="checkbox"/> 4 - 6 Hrs             | <input type="checkbox"/> 4 - 6 Hrs            | <input type="checkbox"/> 4 - 6 Hrs             |
| <input type="checkbox"/> 6 - 8 Hrs             | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs             |

### Work Environment:

- | Attribute:    | Yes                      | No                                  |
|---------------|--------------------------|-------------------------------------|
| Chemicals     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

### Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

### This Job Will Require:

- | Manoeuvre | Frequent                 | Occasional                          | None                                |
|-----------|--------------------------|-------------------------------------|-------------------------------------|
| Bending   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Squatting | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Climbing  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Twisting  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Reaching  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

### EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.



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## A. HEALTH SAFETY AND WELLBEING, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

### Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

### Equipment Operated

1. Computer, motor vehicle

## B. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

1. Compliance with Council's Code of Conduct, management directives, policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality
  - b. Promoting the Public Good
  - c. Commitment to the system of government
  - d. Accountability and transparency

### Conflict of Interest

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1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

## Other

1. Commitment to Council's Corporate Plan.
2. Commitment to Equal Employment Opportunity, Diversity and Merit principles.
3. Commitment to ensuring a workplace free from harassment and discrimination.
4. Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## C. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

## D. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		





# Isaac Regional Council

We're delivering in a changing world



## OUR VISION

Helping to energise the world.  
A region that feeds, powers and builds communities, now and for the future.



## OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.



## OUR VALUES

### COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

### CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

### TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

### POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

## At Isaac, the how matters.