

APPLICANT PACK

Procurement Coordinator

Burdekin Shire Council



RECRUITING FOR:



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We respectfully acknowledge the Traditional Owners, the Bindal and Juru peoples as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Burdekin Shire Council is seeking an experienced and capable Procurement Coordinator to lead and strengthen procurement and contract management practices across the organisation. This is a newly created, permanent role established to support Council's transition to a more coordinated, centre-led procurement model, providing greater oversight, consistency and value across all purchasing and contracting activities. Reporting to the Manager Financial Services, the role offers the opportunity to shape procurement frameworks, influence organisational capability and contribute directly to strong governance, financial stewardship and community outcomes.

The Procurement Coordinator plays a pivotal role in ensuring Council's procurement activities are compliant, ethical and value-driven while remaining practical and accessible for operational teams. The position combines technical procurement expertise with leadership, relationship management and change capability, supporting staff across the organisation to deliver better outcomes for the Burdekin community.



Key Responsibilities

The Procurement Coordinator is responsible for coordinating Council's procurement and contract management functions in line with legislative requirements, corporate objectives and best practice. Core responsibilities include:

- Developing, reviewing and maintaining procurement policies, procedures and frameworks to ensure compliance with legislation and contemporary standards.
 - Providing expert advice and leadership on procurement and contract management processes across all departments.
 - Supporting and overseeing the preparation, evaluation and negotiation of tenders, quotes and expressions of interest for goods and services.
 - Driving continuous improvement in procurement practices to enhance value for money, transparency and organisational capability.
 - Establishing and managing supplier panels, annual supply arrangements and key supplier agreements.
 - Leading contract management frameworks and overseeing the maintenance of Council's contract register to meet audit and statutory requirements.
 - Analysing procurement spend data to identify opportunities for efficiencies, aggregation and strategic sourcing.
 - Building strong working relationships with internal stakeholders, suppliers and the local business community.
 - Delivering training, guidance and support to staff to lift procurement capability across the organisation.
- The role also provides leadership and supervision to the Purchasing and Stores function, ensuring alignment between operational purchasing activities and Council's broader procurement strategy.



The Team and Directorate

The Procurement Coordinator is a standalone role that sits within the Finance function and reports directly to the Manager Financial Services. The role has direct oversight of the Stores Coordinator and indirect leadership of Stores staff, working closely with finance, infrastructure, operations, water and sewerage and capital project teams. Procurement is a whole-of-organisation function at Burdekin Shire Council, and this role works collaboratively across departments to support consistent, compliant and efficient procurement practices.

The Finance team operates with a strong focus on governance, accountability and service to the organisation, supporting Council's ability to deliver infrastructure, services and programs that meet community needs. The culture is professional, supportive and relationship-focused, with an emphasis on open communication, collaboration and shared responsibility.



Immediate Priorities and First 12 Months Stakeholders

In the first year, the Procurement Coordinator will focus on establishing the role as a trusted central point of expertise and oversight for procurement across Council. Early priorities will include:

- Reviewing existing procurement policies, procedures and templates in response to recent internal audit findings and legislative changes.
- Implementing a clear roadmap to address audit recommendations and strengthen procurement governance.
- Building strong relationships with key internal stakeholders to understand operational needs and current procurement practices.
- Supporting staff through change by providing practical guidance, training and accessible advice.
- Reviewing procurement spend data to identify opportunities for improved supplier arrangements and value outcomes.
- Engaging with local suppliers and the business community to promote transparent and inclusive procurement processes.



Why This Role

This role offers an opportunity to shape and lead procurement practices at a whole-of-organisation level within a supportive regional council environment. The Procurement Coordinator will have the scope to influence systems, build capability and contribute directly to sound governance and value-for-money outcomes that benefit the Burdekin community. The position combines professional challenge with lifestyle appeal, offering meaningful work, strong organisational support and the chance to make a visible impact.



The Ideal Candidate

The ideal candidate is a confident procurement professional who brings a balance of technical expertise, leadership capability and approachability. They are comfortable operating as a trusted adviser, capable of providing clear guidance while working collaboratively with staff at all levels of the organisation. The role suits someone who can lead change in a collegial manner, building trust and credibility through knowledge, consistency and communication.

Strong relationship management skills are essential, as the role works across diverse operational areas and engages regularly with suppliers and the local business community. The successful candidate will demonstrate sound judgement, integrity and a commitment to ethical procurement practices, offering solutions that support both compliance and service delivery outcomes.

Qualifications and Experience

The role requires relevant tertiary qualifications and or significant experience in procurement, contract management or a related discipline. Demonstrated experience in procurement within a local government or comparable regulated environment is highly regarded, along with a strong understanding of legislative frameworks, probity requirements and contemporary procurement practices.

Experience preparing and managing tenders, contracts and supplier arrangements, as well as analysing procurement spend and implementing improvements, is essential. Well-developed communication, negotiation and stakeholder engagement skills are critical, supported by strong analytical and reporting capability.



Key Selection Criteria

- Demonstrated experience leading procurement and contract management functions within a local government or similarly regulated public sector or complex organisational environment.
- Proven ability to develop, implement and continuously improve procurement policies, frameworks and practices to ensure legislative compliance, probity and value for money outcomes.
- Strong capability in providing clear, practical procurement advice, building trusted relationships and supporting organisational change through training and guidance.
- Well-developed analytical, negotiation and stakeholder engagement skills, with experience managing tenders, contracts and supplier relationships across diverse operational areas.
- Relevant tertiary qualifications in procurement, supply chain management, business, finance or a related discipline or equivalent demonstrated professional experience.

Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



Remuneration & Benefits

Burdekin Shire Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

Benefits directly related to this role include:

- Base salary: \$118 - \$125k
- Nine-day fortnight and flexible working arrangements where operationally appropriate.
- Five weeks annual leave per year.
- Access to ongoing professional development and training opportunities.
- Relocation assistance and short-term accommodation support by negotiation.
- The role is based in Ayr, with the opportunity to live and work in a close-knit regional community within easy reach of Townsville.

Council also provides a variety of flexible work options which include:

- Up to 17.5% leave loading
- Long Service Leave with pro rata available after seven years of service
- Study and assistance programs for career development
- Employee Assistance Scheme
- Active Social Club

Why Work for Burdekin Shire Council



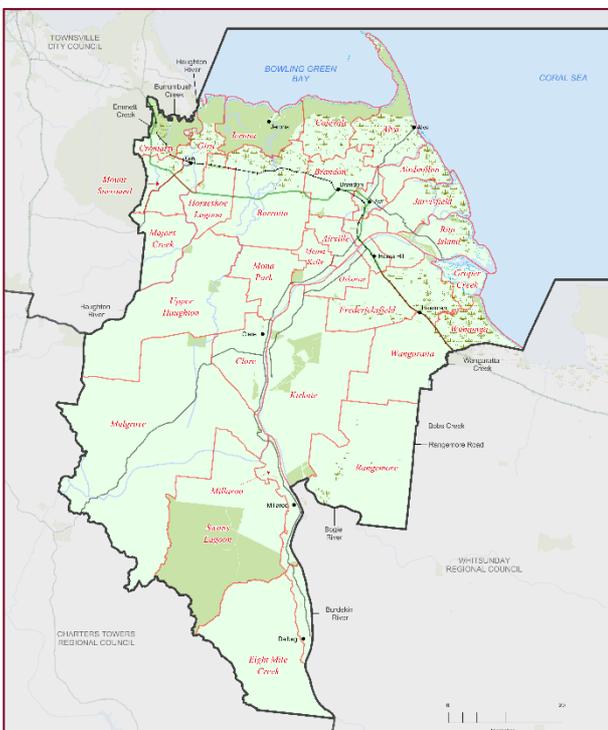
About Council

The Burdekin Region is known as the “Sugar Capital of Australia” and is home to the iconic Burdekin Bridge, locally called the “Silver Link”, Queensland’s longest multi-span bridge, uniquely engineered without traditional foundations due to the river’s deep sandy bed.

Burdekin Shire Council governs a prosperous agricultural region on Queensland’s northern coast, approximately one hour south of Townsville and two hours north of Whitsundays. Home to around 17,000 residents, the Burdekin encompasses the townships of Ayr, Home Hill, Giru, Brandon and surrounding rural communities. The region is one of Australia’s premier irrigation districts, with the Burdekin River and its extensive water infrastructure supporting highly productive sugar, horticulture, aquaculture and grazing industries. This agricultural strength underpins a diverse local economy that also includes manufacturing, engineering, transport and logistics, retail, tourism and emerging bio futures sectors.

Council comprises a Mayor and six Councillors, supported by an experienced Executive Leadership Team responsible for delivering services, infrastructure and community programs across the 5,059 km² local government area. Burdekin Shire Council employs more than 250 staff across operational, technical, professional and administrative roles, reflecting a stable and skilled workforce committed to serving the community.

Council delivers a broad portfolio of services including water and wastewater management, roads and drainage, waste and resource recovery, community development, libraries, recreational facilities, disaster management and land use planning. With a strong focus on customer service, transparent governance and proactive engagement, Council fosters partnerships with industry, community organisations and state and federal agencies to support the region’s long-term resilience and prosperity. Ongoing investment in digital transformation, asset management and workforce capability ensures the organisation is positioned to meet evolving community expectations and future growth.



Links to Council Information





Notable Features of Burdekin

The Burdekin region is known for several notable features and attributes:

- **Agriculture:** The Burdekin is renowned as one of Australia's richest agricultural regions. Its fertile soils, ample water supply from the Burdekin River, underground aquifer, and the Burdekin Falls Dam contribute to the successful cultivation of sugarcane, vegetables, and other crops.
- **Water Resources:** The Burdekin River, along with the vast underground aquifer and the Burdekin Falls Dam, make the region relatively drought-resistant.
- **Solar Irradiation:** The Burdekin is recognised for its high levels of solar irradiation, making it an ideal location for solar energy projects.
- **Pristine Beaches:** The Burdekin boasts over 30 kilometers of unspoiled beaches that offer opportunities for various activities such as swimming, walking, picnicking, kiteboarding, and fishing.

Some of the notable landmarks in the Burdekin include:

- **Burdekin Bridge:** The Burdekin Bridge, also known as the Silver Link, is an iconic landmark in the region. It is one of the longest multi-span, prestressed concrete bridges in Australia, spanning the Burdekin River and connecting the towns of Ayr and Home Hill.
- **Burdekin Theatre:** The Burdekin Theatre is a cultural and entertainment center located in Ayr. It hosts a range of performances, including live theater, music concerts, dance shows, and other events.
- **Burdekin Water Tower:** The Burdekin Water Tower is a distinctive landmark in Ayr, featuring vibrant murals painted on its exterior.
- **Plantation Park:** Plantation Park is a popular recreational area in Ayr, offering beautifully landscaped gardens, picnic spots, and playgrounds.
- **Burdekin Sugar Cane Railway:** The Burdekin Sugar Cane Railway is a unique attraction that operates vintage steam and diesel locomotives, offering visitors a scenic tour through sugar cane fields and a glimpse into the region's sugar cane industry.



Corporate Plan Summary

The Burdekin Shire Council Corporate Plan 2025–2030 provides a clear roadmap for how the organisation will support a thriving, resilient and innovative rural community. The plan reflects the region’s strong agricultural identity, growing economic diversity, and the need to invest strategically in infrastructure, environment and organisational capability. It sets five strategic pillars—Our Community, Our Economy, Our Infrastructure, Our Environment and Our Organisation—which guide annual budgets, operational planning and performance reporting

Strategic Pillars

- **Our Community** focuses on wellbeing, inclusion, disaster resilience, cultural identity and activation of community spaces.
- **Our Economy** aims to grow and diversify the agricultural base, strengthen business capability, attract investment and build workforce skills.
- **Our Infrastructure** prioritises safe, reliable transport, water and wastewater networks, digital connectivity, and long-term asset planning.
- **Our Environment** commits to circular economy principles, climate adaptation, biodiversity protection and sustainable waste management.
- **Our Organisation** emphasises transparent governance, customer-centric service delivery, digital transformation and building a capable, values-driven workforce.

Key Projects and Initiatives

Major initiatives identified across the plan include:

- Upgrading water and wastewater systems to improve reliability and meet regulatory standards.
- Ongoing renewal of road and drainage networks to support freight movement and flood resilience.
- Implementing the Sport and Recreation Strategy and ANZAC Park Precinct Master Plan to enhance community assets.
- Supporting economic diversification through agribusiness innovation, industrial land development and the Burdekin Local Housing Action Plan.
- Advancing environmental initiatives aligned with the Reef Guardian Council program, waste reduction targets and climate adaptation strategies.

How the Plan Will Be Delivered

Delivery of the Corporate Plan relies on:

- Partnerships with State/Federal agencies, local industry, community organisations and research bodies.
- Strategic grant funding to deliver major infrastructure (particularly water, transport and recreation).
- Robust governance frameworks, including quarterly reporting against the Operational Plan and long-term financial forecasting .
- Community engagement, including advisory groups and capacity-building programs.

References:

- [Burdekin Shire Council Corporate Plan 2025–2030](#)
- [Burdekin Shire Council Annual Report 2024/25](#)



Financial Performance & Long-Term Financial Plan

Burdekin Shire Council's financial position in 2024/25 reflects strong liquidity and sustained investment in core infrastructure. The financial strategy is centred on maintaining long-term sustainability while renewing ageing assets and supporting community expectations for reliable services.

Financial Performance

Council delivered a net result of \$25.9M, with recurrent revenue of \$71.98M and capital income of \$21.54M. Operating expenses totalled \$64.62M, demonstrating continued discipline in service delivery amidst flood recovery and capital works interruptions.

Total assets reached \$799.5M, with the majority invested in long-lived community infrastructure. Capital expenditure totalled \$34.78M, primarily directed to water upgrades, transport networks and wastewater treatment improvements.

Financial sustainability ratios remain strong:

- Operating Surplus Ratio: 10.22% (target met)
- Operating Cash Ratio: 33.76% (target met)
- Unrestricted Cash Cover: 20.7 months (well above target)
- Asset Sustainability Ratio: 87.92% (slightly below 90% target but aligned with planned renewal cycles).

Long-Term Financial Plan

The LTFP outlines how Council will balance affordability, service levels and asset renewal requirements over the next decade. Key elements include:

- 1. Sustainable Service Delivery** - Maintaining core services while enhancing customer service, digital capabilities and disaster resilience.
- 2. Asset Renewal and Growth** - A planned, prioritised capital program focused on:
 - Road and drainage renewals
 - Water security and treatment system upgrades
 - Sewerage rehabilitation
 - Strategic community assets (parks, aquatic facilities, recreation networks)
- 3. Conservative Debt Management** - Council currently has no outstanding borrowings, giving significant headroom for future strategic investments if required.
- 4. Revenue Strategy** - A balanced approach incorporating:
 - Responsible rates and utility pricing
 - Maximising grants
 - Supporting economic development to expand the revenue base.

Overall Financial Outlook

The Burdekin is positioned for ongoing financial stability, underpinned by strong cash reserves, modest operating surpluses and disciplined capital planning. Key challenges include maintaining ageing water and transport infrastructure and supporting long-term population and industry growth; these are managed proactively through scenario planning, asset strategies and grant leverage.

References:

- [Annual Report 2024/25 – Community Financial Report & Sustainability Ratios](#)



Summary of Economic Development Strategy

The Burdekin Economic Development Strategy 2020–2025 (Outlook 2025) sets a framework for leveraging the region’s competitive strengths—abundant water, fertile soils, strong agricultural production and emerging industries—to build a more diverse and resilient economy.

Strategic Vision

The Burdekin is positioned as “a vibrant and connected community and a location of choice in which to live, work, play, visit and invest.” This vision is supported by Council’s Economic Development Charter, which emphasises sound planning, investment attraction and business support .

Strategic Themes

- 1. Smart and Innovative Agriculture** - Building value-added agribusiness, export-focused production, food innovation clusters, and partnerships with R&D bodies such as CSIRO and CRC for Northern Australia.
- 2. Diversified and Competitive Industries** - Supporting growth in manufacturing, transport and logistics, engineering, health, education, retail and tourism. Stakeholder research highlights significant opportunities in horticulture, biofutures, fishing and

professional services .

3. Investment, Business Support and Workforce Capability

- Initiatives include:

- Burdekin Business Breakfast Series
- Facilitated access to State/Federal business programs
- Industrial land supply planning
- Retail activation and capability workshops
- Workforce development through industry partnerships and training providers .

Priority Projects

Ten priority initiatives guide the first two years of implementation, including tourism strategy actions, food processing hub feasibility, and new agribusiness innovation clusters.

Delivery and Partnerships

Implementation is delivered through strong partnerships with Queensland Government, Australian Government, Townsville Enterprise, RDA Townsville & NWQ, chambers of commerce, and education/training institutions—essential for scaling opportunities and securing investment

References:

- [Burdekin Shire Council Economic Development Strategy 2020–2025 \(Outlook 2025\)](#)
- [Burdekin Shire Council Corporate Plan 2025–2030 – Economic Priorities](#)



Organisational Culture & Community Satisfaction Survey

Burdekin Shire Council emphasises a culture built around customer focus, credibility, culture and agility, as outlined in the Corporate Plan 2025–2030. The organisation promotes collaboration, ethical behaviour, responsiveness and community-centred service delivery. Key culture priorities include:

- Developing a capable, adaptable workforce
- Investing in leadership capability and succession planning
- Strengthening health, safety and wellbeing programs
- Embedding values in behaviour, performance and decision-making
- Advancing digital transformation to support customer service and operational efficiency

Workforce Engagement

The Annual Report notes continued organisational improvement through adoption of the Strategic Workforce Plan, staff engagement surveys and strengthened governance processes. Recent executive recruitment and ICT strategy development further support a modern, connected organisational culture.

Community Satisfaction

While no standalone community satisfaction survey was found, the Annual Report 2024/25 provides robust insights into community-aligned performance. Council reports on:

- Event participation and facility usage
- Disaster management effectiveness
- Customer engagement and service responsiveness
- Infrastructure delivery and asset condition
- Environmental program participation

These measures track how well Council is meeting community expectations and delivering on Corporate Plan objectives.

Council also utilises community engagement, advisory groups and feedback channels to shape planning activities such as the Planning Scheme Review, Local Government Infrastructure Plan and residential growth planning.

References:

- [Burdekin Shire Council Corporate Plan 2025–2030 – Organisational Priorities](#)
- [Burdekin Shire Council Annual Report 2024/25 – Governance, Workforce & Community Metrics](#)



Our Vision

A thriving community that values its rural identity, embraces innovation, and protects its natural environment for future generations.

Our Mission

To work with our community to create a sustainable, inclusive, and forward looking Burdekin through leadership, partnerships and service excellence.

Our Values



Our Customers

Our customers are the centre of everything we do. We get things done with speed, conviction and agility.



Our Culture

Our way of life and how we conduct ourselves which is demonstrated daily by our behaviour, our habits, our attitudes toward each other, and our moral beliefs.



Our Credibility

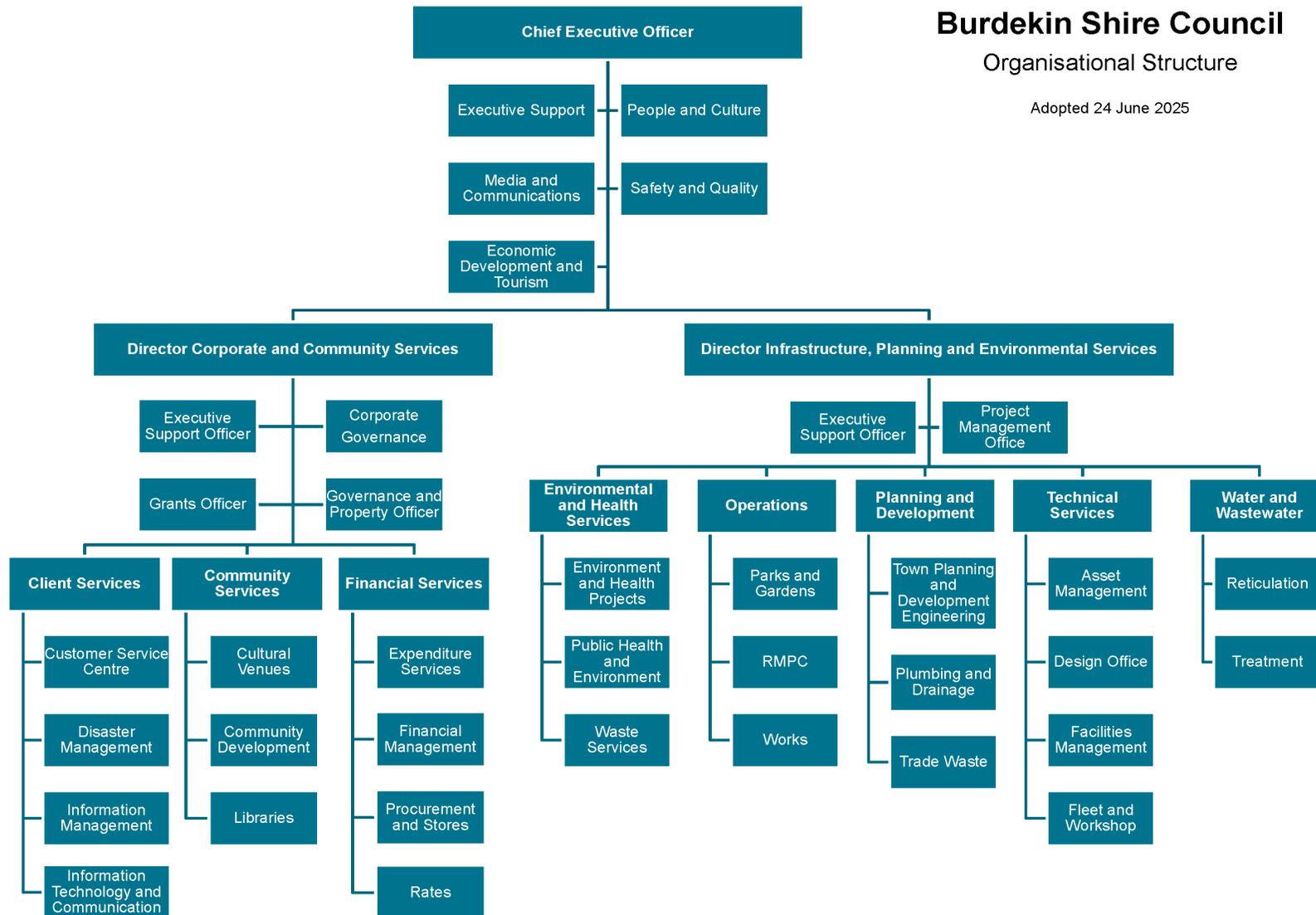
Our credibility is our most valuable asset. We act honestly and consistently in our behaviours, actions and decisions.

Organisational Structure

Burdekin Shire Council

Organisational Structure

Adopted 24 June 2025





Living in the Region



Educational Facilities

The region is well serviced by more than 15 primary and secondary schools, including a mix of public and independent providers across Ayr, Home Hill, Giru and smaller communities. Ayr State High School and Home Hill State High School are the major public secondary schools, complemented by independent options such as Burdekin Catholic High School and several Catholic and Christian primary schools. Vocational and tertiary pathways are supported locally through TAFE Queensland (Burdekin Campus) and the Country Universities Centre Burdekin, with university-level training delivered in partnership with James Cook University (Townsville) and CQUniversity, both approximately one hour away.



Healthcare

Healthcare in the Burdekin is anchored by Ayr Hospital, a modern facility providing emergency services, general medicine, maternity, allied health and outpatient care, alongside Home Hill Hospital, which offers aged care and sub-acute services. A wide range of GP clinics, dental practices, pharmacies, visiting specialists and community health programs support day-to-day wellbeing, with additional specialist and tertiary services available in Townsville (approx. 1 hour north), home to the Townsville University Hospital and major private hospitals. The region's strong connectivity ensures residents can access both local care and high-complexity services when required.



Living in the Region



Shopping & Dining

Ayr and Home Hill provide a convenient retail base with supermarkets, national retailers, specialty shops and essential services, alongside local butchers, fresh produce stores and weekend markets. The Ayr Central shopping precinct and the Home Hill CBD offer everyday retail amenities, while larger centres in Townsville are within easy reach. Dining ranges from family restaurants, cafés and pubs to long-established Italian, Asian and modern Australian venues, reflecting the district’s multicultural heritage and strong agricultural identity.



Sports & Recreation

Residents enjoy extensive sporting and recreation opportunities, supported by well-maintained facilities including multi-sport ovals, aquatic centres, netball and tennis courts, bowls clubs and the Ayr and Home Hill golf courses. Cricket, rugby league, AFL, football, touch football, hockey, swimming, athletics and surf lifesaving all have active local clubs. Outdoor recreation is a major drawcard, with fishing and boating on the Burdekin River and coastal estuaries, kilometres of unspoiled beaches, wetlands, birdwatching areas and the growing Be-Active Trail network linking parks and community spaces.



Getting Around

The Burdekin is easy to navigate, with short travel times between townships and strong road connections to Townsville to the north and Bowen, Mackay and the Whitsundays to the south via the Bruce Highway. While local public transport is limited, residents rely on private vehicles, community transport services and school bus routes. The Ayr Aerodrome services light aircraft, with major domestic and international connections available from Townsville Airport (approx. 1 hour away). The region’s location provides convenient access to major industries, regional ports and rail networks, making travel for work and leisure straightforward.

Burdekin Insights



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the **Key Selection Criteria (page 9)**



Evaluation Process

Leading Roles and Burdekin Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Burdekin Shire Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Week Commencing 12 January 2026



Applications Close

- 5:00 pm AEST Wednesday 11 February 2026



Initial Assessment

- Week Commencing 9 February 2026



Council Interviews

- Week Commencing 16 February 2026 – panel and candidate availability dependent.

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



ANGIE SIMMONDS

Principal Talent Consultant



Angie’s experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people’s lives in a different way. In 2015, Angie found herself in a Recruitment role and that’s when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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Client Rating



Candidate Rating





ATTACHMENT

Position Description

Position Number	TBA
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Reports To	Manager Financial Services
Place of Employment	Jones Street Depot - Stores

Position Objective

To coordinate Council’s procurement and contract management activities to ensure corporate goals and objectives are achieved and to provide leadership and supervision to the Purchasing and Stores section.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Develop and review procurement policies and procedures to ensure compliance with Local Government Legislation and Statutory requirements.
- Establish and rationalise key supplier agreements, identify new opportunities and implement improved processes to drive efficiencies.
- Continuously improve the organisation’s procurement processes.
- Minimise total costs to the organisation and maximise value add outcomes
- Provide leadership and expert advice for procurement and contract management processes, including the development and communication of robust guidelines, procedures, templates, and innovations.
- Assist with, and participate as necessary, in the preparation, issuing and evaluation of tenders, quotes and expressions of interest for goods and services including contract negotiation with respondents to ensure best value for expenditure.
- As appropriate, develop, implement and review probity plans for the management and evaluation of submissions from suppliers.
- Promote the coordination of Council's total spend and encourage cooperation between stakeholders to adopt consistent procurement behaviour and strategies.
- Ensure procurement strategies are appropriate for the risk and opportunity in spend categories, including developing and maintaining close working relationships with strategic supply markets.
- Drive procurement capability standards across the organisation, including ongoing training and skills sharing to enhance the capability of officers working within the procurement process.

- Compile tenders and contracts documentation for high value / high risk projects.
- Review Council's procurement spends, establish and implement procurement spend categories and identify opportunities to create value.
- Develop, maintain and review Council's contract management to ensure alignment with best practice service level standards for tendered operations.
- Undertake a liaison with role with Council suppliers, particularly local businesses, to promote cost effective procurement opportunities.
- Establish appropriate audit functions to continually review procurement activities to monitor and manage risk, legislative compliance and regularly report to Management.
- Undertake a supervisory role of Council's Contract Register ensuring all audit and statutory requirements are met.
- Maintain a standard contract management framework and methodology and oversee deployment and implementation across the organisation.
- Investigate, assess, and recommend methods for tracking/improving compliance with agreed procurement and contract management policies, procedures and frameworks.
- Coordinate the maintenance of, and compliance with, approved supplier panels and annual supply arrangements.
- Conduct regular community engagement through seminars and workshops and face to face meetings with local businesses in an effort to maximise local participation.
- Provide support for contract management of high risk/value contracts.
- Other duties as delegated by the Manager Financial Services that are within the employee's skill, competence and training.

Position Requirements

Knowledge

- Demonstrated detailed knowledge of local buy, vendor panel and contract law in relation to the procurement of goods and services.
- Comprehensive knowledge and experience in the preparation of contracts, tenders and evaluation processes.
- Demonstrated detailed knowledge of contemporary procurement practices including procurement.
- Demonstrated knowledge of financial accounting practices and reporting.
- Comprehensive understanding of the *Local Government Act 2009* and any other legislation as it relates to procurement and probity.
- Demonstrated knowledge of probity and ethical behaviour as it applies to the procurement and supply cycle.
- Demonstrated knowledge of sustainable procurement procedures.

Skills

- Well-developed reporting and analytical skills.
- Demonstrated computer literacy skills with advanced experience in the MS Office Suite (excel, word, etc) of software
- Well-developed interpersonal and communication skills with the ability to interact and build relationships with a broad range of internal and external stakeholders.
- Ability to provide high level advice on procurement and supply strategy and policy development and implementation.

- Well-developed leadership skills with the ability to promote and implement change to achieve corporate goals and targets.
- Well-developed conflict resolution, negotiation, performance management and change management skills.

Abilities

- Ability to provide excellent customer service and deliver quality service outcomes.
- Ability to coordinate, manage and prioritise own workload in a busy complex environment.
- Ability to apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Ability to work independently and contribute positively to a team environment.
- Ability to be adaptable in your approach to work and positively embrace workplace change.
- Ability to meet competing deadlines within budget.
- Ability to analyse complex financial data.
- Ability to evaluate tender submissions and negotiate contracts.
- Ability to lead and participate in cross-functional teams.

Experience and Qualifications

- Relevant tertiary qualifications and/or considerable knowledge and expertise in procurement or other related discipline.
- High level procurement experience in small to medium multi-function organisation or Local Government environment.
- Experience in interpreting legislation, policies and documented procedures.
- Experience in presenting to suppliers, working groups and staff.
- Experience in the use of Technology One software.
- Current Driver's Licence

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

1. This is a description of the job as it is at present 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 those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.



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