

Position Description

Manager Procurement

Position Details

Position Title	Manager Procurement
Classification	Negotiated Contract
Position Number	A0131A
Basis of Employment	Full Time
Team Name	Business Support Team - Procurement

Position Objectives

- To ensure the procurement processes of the organisation are managed efficiently and in compliance with statutory and legislative requirements and relevant Council policies.
- To provide support to the Chief Financial Officer to ensure compliance with relevant local laws, policy and statutory obligations.

Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

Excellence	Striving for excellence through the development of quality and continuous improvement.
Recognition	Valuing employees in a supportive environment that focuses on their wellbeing.
Innovation	Focus on innovative approaches in projects and service delivery.
Responsiveness	Dynamic and flexible service delivery.
Integrity	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Position Requirements

Competencies

- Sound knowledge of the principles and processes used to develop public policy and procedures.
- Sound knowledge of Local Government legislation (in particular the Local Government Act 1995 and associated regulations) and the ability to apply and interpret relevant legislation.
- Comprehensive understanding of contemporary safety, risk management and human resource management practices.
- Well-developed written communication skills with the ability to produce reports to a professional standard.
- Effective oral communication and interpersonal skills, with the ability to lead the organisation to statutory compliance.
- Ability to meet deadlines, prioritise workload, and achieve business unit objectives.
- Ability to work as part of a busy team environment and with minimal supervision.
- Proficiency with the Microsoft Office Suite including Word, Excel, PowerPoint and Outlook.

Experience

- Experience in tender and contract administration processes.
- Experience in the development of policies, procedures, and guidelines.
- Experience in local government administration including report writing.

Qualifications

- Tertiary qualification in relevant discipline or significant progress towards one.
- Current and valid WA 'C' class Driver's License.

Key Duties / Responsibilities

Business Unit Responsibilities

- Manage the tender and contract administration processes for the organisation.
- Manage the day to day operations and performance of the Procurement Team.
- Manage and provide development, guidance and support to employees on work priorities and activities.
- Set performance objectives, and monitor and review employee performance.
- Develop and monitor budgets for the Procurement Team.
- Assist in the preparation, implementation and monitoring of annual Action Plans for the Procurement Team.
- Ensure that all business units within the organisation receive efficient and effective support.
- Assist in the development and implementation of projects undertaken by the team.

Council Support Responsibilities

- Attend Committee and/or Council meetings as required and prepare reports for Council consideration.
- Implement relevant Council resolutions and report to Council and Executive Leadership Management on progress.

Compliance Responsibilities

- Develop Council policies and management guidelines as required and coordinate the periodical review to ensure consistency with legislative requirements.
- Assist with the implementation of administration systems and procedures to meet statutory compliance requirements.
- Research, prepare reports, and provide advice to Executive Leadership Management, Council and employees on pertinent legislative issues.
- Assist with the development, implementation and review of a comprehensive compliance risk assessment of Council operations.
- Contribute to the development of cost effective internal controls and procedures to ensure that all activities are conducted effectively, efficiently and meet legislative requirements.
- Ensure compliance with National Competition policy requirements.
- Test for compliance with the requirements of the Local Government Act 1995 and associated Regulations, the Western Australian Corruption and Crime Commission Act 2003, Freedom of Information Act 1992, Public Interest Disclosure Act 2003 and other relevant statutes.

Occupational Safety and Health (OS&H) Responsibilities

- Ensure systems and processes are in place to achieve compliance with all statutory requirements.
- Ensure, as far as practicable, OSH risk management systems are in place to ensure workers are able to identify and control workplace hazards.
- Ensure effective communication and consultation processes are in place to inform workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders about their rights, roles and responsibilities regarding health and safety at work and changes to processes, premises and plant equipment which may impact on safety and health.
- Ensure that recommendations to improve safety and health management are acted upon.
- Ensure a workplace inspection process is implemented and communicated.
- Participate in and lead any Safety Management training.
- Ensure provision of reasonable time for OSH Representatives to complete their duties.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Records Management system requirements
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

Organisational Relationships

Responsible to	A0012A Chief Financial Officer				
Supervision of	A0010A Procurement Coordinator A0130A Administration Officer A0143A Procurement Consultant				
Internal and External Liaison	<table border="0"> <tr> <td>Internal</td> <td>All EMRC Management and Employees</td> </tr> <tr> <td>External</td> <td> Member Councils Other Local Government Authorities Department of Local Government Western Australian Local Government Association Other Government Agencies and Departments (State and Federal) Private and Non-Government Organisations Legal Advisor Suppliers and Consultants General Public </td> </tr> </table>	Internal	All EMRC Management and Employees	External	Member Councils Other Local Government Authorities Department of Local Government Western Australian Local Government Association Other Government Agencies and Departments (State and Federal) Private and Non-Government Organisations Legal Advisor Suppliers and Consultants General Public
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Extent of Authority

- This position is authorised to make recommendations to the Chief Financial Officer, within predetermined guidelines, Council policy and procedures, and legislative requirements.
- The incumbent has the authority to take reasonable action to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position.

Selection Criteria

Essential

- Sound knowledge of Local Government legislation (in particular the Local Government Act 1995 and associated regulations) and the ability to apply relevant legislation.
- Demonstrated knowledge of, and experience with, tender and contract administration.
- Sound knowledge of the principles and processes used to develop public policy and procedures.
- Sound knowledge of Local Government legislation (in particular the Local Government Act 1995 and associated regulations) and the ability to apply relevant legislation.
- Well developed written communication skills with the ability to research, analyse data, and produce reports to a professional standard.
- Effective oral communication and interpersonal skills, with the ability to lead the organisation to statutory compliance.
- Proficiency with the Microsoft Office Suite including Word, Excel, PowerPoint and Outlook.
- Current and valid WA 'C' class Driver's License.

Desirable

- Experience in local government administration including report writing.
- Tertiary qualification in relevant discipline or significant progress towards one.



Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee _____

Signature of Employee _____

Date _____

Date Last Reviewed	October 2020
Reviewed	Chief Financial Officer
Updated	Chief Financial Officer
Approved	Chief Financial Officer