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Position Description

Procurement Assistant

Position Details

**Position Title** Procurement Assistant

**Classification** EMRC Remuneration Band - Level 5

**Position Number** A0196A

**Basis of Employment** Full Time

**Team Name** Business Support – Procurement and Governance Team

Position Objectives

* To assist with the procurement process for goods and services in accordance with legislative requirements and relevant Council policies.
* To assist with management of the Council fleet of vehicles and Ascot building to ensure Council’s assets are properly maintained, managed and record/documentation are kept up to date.

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.

Key Duties/Responsibilities

Procurement Responsibilities

* Assist in the development and management of contracts for the supply of goods and services to the Council at optimum cost and minimal risk. Duties include sourcing, tendering, evaluation, negotiation, formulation, expediting and contract management.
* Ensure statutory requirements and the Council’s Policies and Procedures are adhered to by the Council personnel and Vendors.
* Administration of contracts including registering, maintaining contract documentation and document control.
* Management of the Council fleet of vehicles which includes acquisition, maintenance and disposal.
* Management of Ascot Place building which includes maintenance, management of cleaning Contractor and the daily upkeep to ensure the building is always functional and safe.

Occupational Safety and Health (OS&H) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Occupational Safety and Health.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document 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.

Position Requirements

**Competencies**

* Well-developed written communication skills with the ability to maintain strong attention to detail.
* Well-developed oral communication skills with the ability to liaise with a diverse range of internal and external stakeholders in a professional, efficient and courteous manner.
* Well developed research skills and an understanding of research principles and analysis techniques.
* Understanding of statutory requirements as they relate to procurement, tendering and contract management.
* Understanding of building and fleet management principles and procedures.
* Effective problem solving skills.
* Effective negotiation and influencing skills
* High level of proficiency with office programs, including the Microsoft Office suite.
* Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
* Ability to accurately proof-read and edit written work with attention to details content, context and use of appropriate media.
* Ability to use a high level of initiative and to work within and across diverse team environments.
* Ability to work in a busy team environment and also with minimal supervision.
* Ability to identify and apply innovative approaches and ideas.

**Experience**

* Previous experience in a procurement/contracts administration role or related position is highly desirable.
* Experience with drafting documents and development of templates relevant to procurement..
* Experience in liaising with external suppliers in the administration of supply agreements is desirable.
* Experience in Microsoft Office Suite.
* Basic understanding of procurement process, fleet and building management is essential.

**Qualifications**

* A tertiary qualification in procurement or commerce (or a related discipline) is desirable.
* A current and valid WA ‘C’ class driver’s licence (or equivalent) is essential.

Organisational Relationships

**Responsible to** A0131A – Manager Procurement and Governance

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

**External** Member Council Officers

Council and Committee Members

Members of the Public

Government agencies

Research organisations

Suppliers

Other key stakeholders

Extent of Authority

* This position operates under the limited supervision of the Manager Procurement and Governance and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

**Essential**

* Some knowledge of and experience with procurement, tendering and contract management principles and procedures.
* Excellent customer service skills including effective communication and interpersonal skills.
* High level of proficiency in the use of office programs, in particular the Microsoft Office suite.
* Well-developed written communication skills, with the ability to maintain strong attention to detail.
* Sound knowledge of administrative functions and general office procedures.
* Proven ability to deliver projects within established deadlines.
* Ability to prioritise work load, work under pressure, and maintain a consistent level of professionalism.
* Ability to work effectively within a team environment, and also to work unsupervised.
* A current and valid WA ‘C’ class driver’s licence (or equivalent).

**Desirable**

* A tertiary qualification in Procurement/Contracts Administration (or related discipline).
* Understanding of, and experience with, Local Government tendering and procurement processes.
* Experience with the development of corporate documents and procurement templates.
* Previous experience in a similar role.

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.

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| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** January 2022

**Reviewed** Manager Procurement & Governance

**Updated** Manager Procurement & Governance

**Approved** Chief Financial Officer