

Procurement Consultant Procurement & Governance

(Position Reference: VAC19/29)

Applications Close: 5:00pm Friday, 3 January 2020

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff 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.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance.
- A work environment that supports Equal Opportunity and Diversity.
- Free parking.
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff.
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave.
- Health and wellbeing programmes.
- Fresh fruit provided in the staff amenities areas at no cost.
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities.
- Belmont office close to public transport, shops and restaurants.
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities).
- Annual remuneration reviews for all staff.
- Competitive rates of pay (above Award rates).
- Rewards and Recognition program.
- Salary sacrifice on approved items.
- Novated vehicle leasing arrangements.



About the Position Vacancy

Applications Close: 5:00pm Friday, 3 January 2020

Procurement Consultant

Procurement, Contract Management, Fleet Management & Building Maintenance
2 year fixed term employment contract

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- Salary Package of up to \$99,331 (inclusive of superannuation and leave loading)
- Work a 19 day month
- Belmont based location

An exciting opportunity has arisen for a motivated and experienced person to provide assistance to the organisation on a range of activities related to procurement, tenders, contract management, fleet management and building maintenance.

Responsibilities of this role include the monitoring of organisational compliance with Council's procurement policies, procedures and guidelines, the coordination of procurement activities, the management of Council's small fleet of vehicles and building maintenance of EMRC's Administration Office in Belmont.

We offer a supportive and professional work environment, a commitment to ongoing staff development and benefits such as educational and study assistance, staff wellness programs and free on-site parking. A salary package of up to \$99,331 inclusive of superannuation and leave loading will be offered to the successful candidate, dependant on experience.

To apply please submit your resume and a covering letter addressing your competencies, experiences and qualifications relevant to this role.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/29, Recruitment, PO Box 234, Belmont WA 6984

Marcus Geisler
Chief Executive Officer

For a confidential discussion about this role please contact Frank Kua, Procurement Coordinator on (08) 9424 2263 or email Frank; Frank.Kua@emrc.org.au

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability.



POSITION DETAILS

POSITION TITLE:	Procurement Consultant
CLASSIFICATION:	Local Government Industry Award 2010 – Level 9
POSITION NUMBER:	A0143A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Corporate Services
BUSINESS UNIT:	Procurement & Governance

POSITION OBJECTIVES

- To ensure the procurement, tender, contract management, and fleet management functions are conducted in an efficient and effective manner and comply with all legislative requirements and relevant Council policies.
- To provide specialist information, advice and assistance to internal and external customers on a range of issues related to the tender process, acquisition of goods and services, contract management and fleet management.
- To continuously examine current systems, methods and processes to identify improvement measures and work with teams and individuals to make improvements happen.
- Coordinate requirements relating to building and grounds maintenance works for the Ascot Place premises.

POSITION REQUIREMENTS

Competencies

- Demonstrated knowledge of, and experience with, procurement, tendering and contract management principles and procedures.
- Knowledge of statutory requirements as they relate to procurement, tendering and contract management.
- Demonstrated knowledge of, and experience with, fleet management principles and procedures.

- Sound knowledge of applicable legislation including the Goods and Services Tax Act 1999 and Fringe Benefits Tax.
- Advanced interpersonal and verbal communication skills with the ability to build effective relationships with a diverse range of stakeholders.
- Highly developed written communication skills with the ability to prepare complex tender and contract documentation.
- Well developed negotiation skills and conflict management skills.
- Demonstrated analytical and conceptual skills.
- Effective time management and organisational skills, with a demonstrated ability to meet deadlines, and prioritise complex and demanding workloads.
- Well developed customer service skills.
- Demonstrated proficiency in the use of MS Office programs including Word, Excel and Outlook.
- An understanding of Local Government tendering and procurement activities is desirable.
- An understanding of the Local Government Act (1995) and regulations is desirable.
- Ability to work unsupervised and in a busy team environment.

Experience

- Experience with the tendering process including writing tender documents and evaluating tenders received.
- Experience with fleet management, including vehicle purchase, servicing requirements and disposal.
- Experience in the use of electronic purchasing systems.
- Experience in procurement planning and project management is desirable.

Qualifications

- Relevant qualifications and/or experience in procurement and supply management or a related discipline.
- Membership of a relevant professional organisation is desirable.
- Current National Police Clearance (no older than 3 months).



- Current and valid WA “C” class driver’s license (or equivalent).

KEY DUTIES / RESPONSIBILITIES

Tender Process Responsibilities

- Administer the tender process in accordance with relevant legislation and Council policy and guidelines.
- Prepare documentation relating to requests for tenders, requests for quotations (RFQ’s) and expressions of interest (EOI’s) in conjunction with relevant stakeholders.
- Arrange appropriate advertising in relation to tenders, RFQ’s and EOI’s.
- Liaise with staff and tenderers regarding tender requirements and specifications.
- Monitor and administer tender registration and receipt.
- Advise and assist EMRC staff on tender evaluation methodologies, and assist with tender assessment and evaluation when required.
- Review quotation and tender evaluations prior to their submission for approval / endorsement and prepare reports to management when required.
- Conduct regular audits of Council tender processes to ensure compliance with established policy and legislation.
- Develop, monitor and review tendering procedures and make recommendations for improvement to ensure alignment with corporate objectives.
- Assist with the preparation of contracts for services required by Council and provide advice to business units on the development, management and control of contracts.

Procurement Responsibilities

- Ensure staff compliance with Council’s procurement policies, procedures and guidelines in accordance with statutory and corporate objectives.
- Provide guidance and advice to EMRC staff in relation to the procurement process.
- Obtain quotations and/or negotiate with suppliers in accordance with all statutory and Council policy and procedures to obtain goods or services of the best quality at the most economical price and within the required time frame.

- Issue purchase orders where required to suppliers subject to appropriate approvals and in accordance with Council policy, procedures and guidelines.
- Identify and promote cost savings, value for money procurement opportunities and environmental sustainability considerations.
- Conduct regular audits of Council procurement processes to ensure compliance with established policy, guidelines, and legislation.
- Assist with the review of Council’s purchasing manual, policy, procedures and controls as required.
- Assist with the development and implementation of new procurement directions in line with current and relevant industry standards and trends.
- Provide training to staff in relation to the procurement process.
- Maintain and update the register of authorised purchasing officers including delegation limits.
- Maintenance of the SynergySoft procurement module, ensuring data is accurate and up-to-date.
- Develop and maintain a preferred supplier register ensuring Council’s OS&H requirements are met and incorporating evidence of insurance cover, etc.

Contract Management Responsibilities

- Develop and maintain contract records including documents, files, and a contract register.
- Review EMRC contracts for services to ensure compliance with relevant legislation and Council policy and guidelines.
- Assist with the monitoring and evaluation of contractor performance, contract scheduling and the review of key performance indicators where required.
- Ensure probity, accountability and transparency of the Council’s contract procedures.
- Undertake regular audits of contract processes.
- Provide guidance and advice to all business units on the development, management and control of contracts.



Operational Responsibilities

- Develop, monitor and review contract procedures, specifications and guidelines in accordance with corporate objectives.
- Assist in the development of adequate contract documentation and risk minimization procurement processes.
- Provide accurate and timely responses to correspondence and enquiries associated with area of responsibility.
- Participate and oversee the evaluation of tender submissions.
- Prepare tender evaluation reports.
- Prepare reports to Council and Executive Management.
- Establish appropriate documentation for award of Contracts.
- Provide training and consultancy services to Council staff and external clients on tender and contract policies, processes and procedures.

Fleet Management Responsibilities

- Responsible for the management of Council's small fleet of vehicles, including vehicle delivery, allocation, disposal and servicing.
- Prepare new vehicle orders, ensuring the best possible price is obtained, and liaise with dealerships in relation to vehicle availability and delivery times.
- Coordinate repairs and servicing of all fleet vehicles, ensuring vehicles are maintained as per Council guidelines and manufacturers requirements.
- Manage traffic infringements, ensuring appropriate staff member takes responsibility.
- Maintain accurate database records pertaining to the fleet (eg. vehicle allocation, driver details, servicing and disposal records).
- Coordinate the acquisition and cancellation of Motorcharge fuel cards for all fleet vehicles.
- Ensure staff awareness of, and compliance with, Council's vehicle usage and fleet allocation policies and guidelines.
- Coordinate the monthly reporting of odometer readings from drivers of Council vehicles.
- Coordinate staff training in the safe operation of Council vehicles.
- Prepare the annual vehicle maintenance, operating and replacement budgets.

Building Maintenance Responsibilities

- Provide accurate information to Directors in respect of Council's building maintenance requirements.
- Arrange building maintenance and repairs within budget parameters as required.
- Liaise with contractors on-site to ensure EMRC visitor and workplace safety guidelines are complied with and access is provided to the required areas of the building.

Organisational Responsibilities

- Liaise and communicate with all staff to ensure an integrated approach to work outputs.
- Working with EMRC Sites including owned and managed sites such as Red Hill Waste Management Facility & Hazelmere, to make sure that all purchasing & contractual requirements are being processed.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies, procedures and guidelines of the organisation at all times.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.
- 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

- A0131A – Manager Procurement & Governance

Supervision of

- No positions supervised.

Internal and External Liaison

Internal: All EMRC management and staff



External: Suppliers
Manufacturers
Contractors
Property Managers
WA Local Government Association

EXTENT OF AUTHORITY

- This position operates under the limited supervision of the Manager Procurement & Governance within established guidelines, procedures and policies of Council.

SELECTION CRITERIA

Essential

- Relevant qualifications in procurement and supply management or a related discipline.
- Experience in procurement planning and project management.
- Demonstrated knowledge of, and experience with, procurement, tendering and contract management principles and procedures including the preparation of tender and contract documentation.
- High level of time management and organisational skills including the ability to meet deadlines, prioritise complex and demanding workloads and achieve objectives while undertaking a number of tasks concurrently.
- Demonstrated knowledge of fleet management principles and procedures.

- Experience in the use of electronic purchasing systems.
- Sound knowledge of applicable legislation including the Goods and Services Tax Act 1999 and Fringe Benefits Tax.
- Sound understanding of budgeting processes.
- Experience in the development of procedures, guidelines and specifications for the supply of a wide range of goods and services.
- Excellent interpersonal and written communication skills, with the ability to communicate effectively with a diverse range of stakeholders.
- Well developed analytical and conceptual abilities.
- Demonstrated proficiency in the use of MS Office programs including Word, Excel and Outlook.
- Current National Police Clearance (no older than 3 months).
- Current and valid WA "C" class driver's license (or equivalent).

Desirable

- An understanding of Local Government tendering and procurement activities.
- An understanding of the Local Government Act (1995) and regulations.
- Membership of relevant professional association, or eligibility for membership.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.
Pre-Placement Medical	<p>Appointment to the position will be subject to the successful completion of a pre-placement medical examination with a medical practitioner appointed and paid for by Council. This will include a:</p> <ul style="list-style-type: none"> ▪ General pre-employment medical; and ▪ Drug and alcohol screen
National Police Clearance Certificate	<p>The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.</p>



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

4. Selection Criteria Summary (when required)

Selection criteria specify the minimum skills, knowledge, experience and qualifications that are required for the position.

The information you provide should demonstrate when and how you have put to use your skills, experience and knowledge relevant to the criterion.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Statement addressing the selection criteria
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.