



POSITION DESCRIPTION

Administration Officer – Contracts & Procurement

Incumbent:	VACANT
Department:	Corporate Services
Reports to:	Contracts & Procurement Officer
Employment Status:	Permanent Part Time
Award Classification:	Band 4
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

Reporting to the Contracts & Procurement Officer, this role is responsible for providing quality procurement and contract management support functions that enhances sustainable procurement through the municipality, and represents the organisation in a professional manner at all times.

Key Responsibilities

- Assist with the delivery of efficient, effective, and compliant procurement and contract management arrangements for the municipality.
- Assist with the development, implementation and maintenance of Council's contract and procurement management framework, policies and procedures to ensure that all contracts and other procurement arrangements are administered from commencement to finalisation in a manner consistent with legislation, Council approved policies and Council's organisational directives.
- Assist with the coordination of tender and quotation processes in accordance with the Local Government Act and associated Regulations ensuring appropriate liaison with the records team on the creation and effective administration of tender and relevant quotation files.
- Assist with auditing contract management for the organisation to ensure it aligns with current policy.
- Assist with the management and review of Council's procurement contracts and pre-qualified supplier panel arrangements for the supply of operational goods and services.
- Participate in the development, implementation, monitoring and review of procurement policies and procedures and key performance indicators.
- Coordinate meetings as required, preparing agendas and minutes in a timely manner.
- Assist in the development and maintenance of contract management information, documentation, procedures, data, and records to ensure accuracy and probity in contract administration.
- Contribute as a team member towards achieving best practice in the smooth, efficient, and responsive delivery of all administrative support functions, document management and projects.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Provide information and support to more senior staff as required.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Ability to work with sufficient freedom to plan one's own work.



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Judgement & Decision Making

- Work objectives are well defined, but there is a requirement to make decisions regarding the particular method, process and equipment to be used by selecting from a range of available alternatives.
- Guidance and advice are always available.
- Ability to solve problems using procedures, professional or technical knowledge.

Specialist Knowledge & Skills

- Demonstrated ability to communicate effectively with contractors and other staff.
- Ability to operate in a professional, consistent manner with particular attention to detail.
- An understanding of the operations, statutory responsibilities and the overall structure of the organisation, to the requirements of the role.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

Management Skills

- Ability to manage time and organise workload to achieve set time frames, statutory obligations, and client expectations.

Interpersonal Skills

- A positive attitude.
- Well-developed written and verbal communication skills.
- Ability to follow instructions in a timely and accurate manner.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain cooperation and assistance from clients, members of the public and other staff in the administration of well-defined activities.
- Skills in written communication to enable the preparation of routine correspondence and reports as required.

Qualifications & Experience

- Significant experience in office administration including demonstrated skills in written and communication.
- Ability in the use of a range of computer software applications.
- Strong organisational skills.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the CEO		