

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Procurement Compliance Coordinator	Designation & Classification Level	Level 6
Position No	2262	Division	Corporate Services and Sustainability
Business Unit	Corporate Compliance	Reports To	Manager Corporate Compliance
Location	Katherine	Date Created	May 2024
2. POSITION CONTEXT			
Position Summary / Purpose	<p>The Procurement Compliance Coordinator provides close scrutiny of Council's procurement activities to ensure the strict compliance with policy requirements, applicable directives, rules and protocols, documentary evidence thereof.</p> <p>The Procurement Compliance Coordinator ensures that Council's procurement activities are compliant with applicable requirements by way of active and passive compliance activities including but not limited to providing guidance and training to staff, the development, review, and maintenance of procurement activity documentation, and the ongoing review of group and individual procurement activity across Council.</p> <p>The Procurement Compliance Coordinator further provides accurate and timely review of the efficacy Council's procurement processes and provides associated administrative support to the Manager Corporate Compliance as pertaining to the same. This requires the close and persistent monitoring of procurement activity for erroneous application by staff, reviewing and maintaining applicable corporate processes and documents, and providing assistance to staff in relation to the same.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Coordinate the day to day and long-term procurement activities and processes of Council to ensure compliance with applicable law, guidelines, policies, procedures and protocols as applicable to local government; • Review and scrutinise group and individual procurement activity of Council so as to ensure compliance requirements as applicable to the same are met; • Process and facilitate staff requests for assistance and guidance on the rules of procurement and implementation of the same; • Actively provide training and guidance to staff on the procurement process as applicable to their positions; • Undertake audit/review of Council's procurement activities, processes and associated documents as required by Manager Corporate Compliance; • Manage competing deadlines and balance priorities under pressure with efficiency and professionalism. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Provide accurate and timely administrative assistance to Manager Corporate Compliance in a high-volume environment with strict confidentiality requirements; • Assist the Manager Corporate Compliance with the review and development of processes and documentation as applicable to Council's procurement activity requirements; • Assist the Manager Corporate Compliance to ensure that Council's legal and operational requirements pertaining to procurement are met and accurately reported to the General Manager Corporate Services and Sustainability and Chief Executive Officer; • Explain information and concepts of procurement to senior and junior staff in a concise and professional manner; • Contribute to a positive team environment; • Maintain a high degree of confidentiality. 			

3. Quality and Continuous Improvement

- Ensure accuracy and integrity of the documentary evidence of Council's procurement activity within the Electronic Document and Records Management System (EDRMS);
- Assist staff with advice, support and training pertaining to the procurement process and associated requirements, and their associated compliance responsibilities; and
- Ensure that compliant, effective and accurate audit trails and chains of evidence / custody for individual and group procurement activities are in place and function as required.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others.
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety.
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment.
 - Hazards and incidents including any malfunction or inadequacies of equipment.
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Qualifications in field of Business or Public (Government) Administration (or equivalent) at Certificate IV level or higher;
2. Demonstrated ability to work in organised logical manner to properly affect records management;
3. Proficient computer skills including a high-level user experience with Microsoft Office and previous use of a records management database;
4. Demonstrated ability to work within a legislative framework with strict compliance requirements, interpret legislation, ministerial guidelines, policy and processes;
5. Demonstrated attention to detail including high level of accuracy;
6. Developed interpersonal skills with demonstrated ability to communicate and effectively work in a cross-cultural environment;
7. Demonstrated ability to provide effective training and guidance in a cross-cultural environment, across varying levels of computer literacy and English language proficiency;
8. Highly developed time management and planning skills - ability to establish priorities and to plan, coordinate and monitor own workloads;
9. Demonstrated ability to interpret written communication for the purposes of procurement compliance as applicable to a public body;
10. Demonstrated understanding of key public procurement concepts such as accountability, value for money, whole-of-life cycle concepts;
11. Use initiative and problem-solving techniques to ensure tasks are carried out efficiently and effectively.
12. Ability to work independently with minimum supervision.

DESIRABLE

1. Previous experience in an official public procurement capacity.
2. Previous experience in the execution of public tender processes.

MANDATORY REQUIREMENTS

1. Be an Australian Citizen or Permanent Resident;
2. Working with Children/OCHRE check;
3. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy; and
4. A valid C – Class Drivers' Licence.

5. ACKNOWLEDGEMENT

GENERAL MANAGER		Date Approved:	Signature:
Employee Name		Date:	Signature: