



## Position Description

<b>Name</b>	Vacant
<b>Position title</b>	Procurement Officer
<b>Level</b>	
<b>Group</b>	Corporate Services
<b>Section</b>	Property & Procurement
<b>Responsible to</b>	Corporate Property Manager
<b>Responsibility for staff</b>	None
<b>Date</b>	June 2010

### Position purpose

This position exists to provide support to the Corporate Property Manager in developing, maintaining and reviewing Council's procurement guidelines, procedures and policies.

The Procurement Officer will be responsible for coordinating and assisting with sustainable procurement initiatives, coordinating procurement throughout Council, providing support for Technology One Purchasing module and users, monitoring internal procurement systems, supporting procurement projects across all Council divisions, providing procurement advice to Council staff, negotiating new supply agreements and renegotiating existing supply agreements.

### Functional relationships (relating to others)

External	Internal
<ul style="list-style-type: none"> <li>• Creditors</li> <li>• Suppliers</li> <li>• Consultants</li> <li>• BoPLASS procurement forum</li> <li>• Sustainable procurement groups (such as the Joint Procurement Group)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff at all levels within the organisation</li> </ul>

### Key result areas

The position of Procurement Officer encompasses the following major functions or key result areas:

- Service Delivery
- Relationship Management
- Corporation Contribution

The requirements in the above key result areas are broadly identified below:

## Key accountabilities

Key accountabilities	Key accountability measures
<p><b>1 Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Support Corporate Property Manager in the development and implementation of innovative and sustainable procurement guidelines, procedures and policy</li> <li>• Identify opportunities for new and integrated supply agreements</li> <li>• Gain economic savings and increased service levels from suppliers</li> <li>• Development of Key Performance Indicators for new and existing suppliers and monitoring of these</li> <li>• Monitor internal procurement systems and processes and ensure that compliance is achieved across the organisation</li> <li>• Undertake, complete and assist in specific procurement projects and provide ongoing monitoring as required including working with budget managers throughout Annual Plan and Ten Year Plan processes</li> <li>• Provide staff with training on Council's procurement systems and processes to a knowledge level relevant to their position</li> <li>• Undertake any other relevant duties as directed by the Corporate Property Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Council has operational procurement guidelines, procedures and policy</li> <li>• Supplier agreements are established and we enter into joint procurement initiatives with BoPLASS or other relevant organisations where appropriate</li> <li>• Successful negotiation with new and existing suppliers resulting in economic savings and increased service levels, and report on these achievements on an annual basis</li> <li>• Monitor supplier agreements through key performance indicators and report on achievements</li> <li>• Assist staff with queries and problems with procurement systems and processes, and address / resolve any non-compliance issues</li> <li>• Procurement projects are completed in an accurate and timely manner with project objectives achieved</li> <li>• Existing staff have a good working knowledge of our procurement procedures and systems, and new staff are inducted appropriately</li> <li>• Any other duties are completed in a professional and timely manner to appropriate standards.</li> </ul>
<p><b>2 Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Provide excellent customer service and ensuring that a professional manner is maintained with customers at all times</li> <li>• Developing and maintaining close working relationships with internal and external contacts as appropriate.</li> <li>• Acting as a representative for Council at appropriate Local Government conferences and seminars, procurement groups and other events held.</li> </ul>	<ul style="list-style-type: none"> <li>• Queries are dealt with in a professional and courteous manner</li> <li>• Effective, professional relationships are developed and maintained with internal external contacts.</li> <li>• Professional image is conveyed in public forums.</li> </ul>

<b>3 Corporation contribution</b>	
<ul style="list-style-type: none"> <li>Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>Recognises individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992.</li> <li>Meet the statutory responsibilities detailed in the Information Management Policy &amp; Procedure standard.</li> <li>Meet Environment Bay of Plenty's statutory responsibilities for civil defence and emergency management.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes</li> <li>Hazards are identified and all incidents and accidents are reported.</li> <li>Participating in any wellness programmes, such as stress management training and health monitoring.</li> <li>Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies as part of Environment Bay of Plenty's responsibilities for civil defence and emergency management.</li> </ul>

## Delegations

This position has financial delegation as outlined in the Council's Delegation Manual.

## Work complexity

Most challenging duties typically undertaken:

- Development and review of procurement guidelines, procedures and systems.
- Negotiation of supplier agreements resulting in economic savings and increased service levels.
- Convey information and ideas through a variety of media types to individuals or groups in a manner that engages the audience and helps them understand and retain the key messages.
- Use their interpersonal styles and methods to inspire and guide others towards positive changes in behaviour.

## Person specification

Qualification and experience:

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Working experience with procurement systems and supplier negotiation</li> <li>A keen ongoing interest and relevant experience in Sustainable Procurement and / or Corporate Sustainability</li> <li>A sound understanding of areas and issues covered under the topic of</li> </ul>	<ul style="list-style-type: none"> <li>Tertiary qualification in procurement, sustainability management, business management or equivalent or other relevant tertiary qualification</li> <li>Training on Procurement Systems Management</li> <li>Budget management experience</li> </ul>

<p>Sustainable Procurement</p> <ul style="list-style-type: none"> <li>• A high level of English language skills, both written and oral</li> <li>• High level of computer literacy, with specific requirements for Access databases, Word, Excel and Outlook</li> <li>• Current drivers licence</li> </ul>	
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## Key skills/attributes/position specific competencies

The following indicate what would typically be expected for this role at a competent level:

<b>Advanced knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to write policies and procedures</li> <li>• Strong negotiation skills</li> <li>• Well developed oral and written communication skills</li> <li>• Project and time management ability</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of procurement procedures and systems</li> <li>• A good understanding of contracts</li> <li>• A good level of computer ability</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Community, cultural and political awareness</li> <li>• Ability to proof read documents for quality</li> </ul>

## Personal attributes

- Sound judgement and initiative
- A high level of courtesy, listening and communication skills
- Accuracy and attention to detail
- Ability to work well under pressure within timeframes
- Goal focused
- A positive attitude
- Ability to be professional when dealing with internal and external customers
- A mature and methodical manner
- Honesty and integrity
- Ability to work well in a team or independently.

## Other requirements:

- Occasionally required to provide assistance to other members of the Property and Procurement team with respect to maintenance and management of Council's assets (property, vehicles, plant, furniture and fittings).

## Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment including technological requirements or statutory changes with due consultation and agreement between parties to the job description. Such change may be initiated as necessary by the manager of this position. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

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Group Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date