

# Contract and Procurement Specialist

Corporate and Commercial Services  
Corporate Finance

**Position Number 1206.1**

## About the role

The **Contract and Procurement Specialist** reports to Council's Chief Financial Officer and works within the Corporate Finance business unit and across the organisation, partnering with key stakeholders to streamline processes, ensure compliance, and deliver service excellence.

The **Contract and Procurement Specialist** takes ownership of Council's procurement and contract management framework, looking for opportunities to optimise existing practices and to deliver best practice and cost effective procurement solutions. The role is also responsible for managing key procurement and contracts, developing procurement and contract management strategies for the future, and providing specialist advice, whilst also identifying and managing commercial opportunities within your remit.

All Council services including infrastructure, projects, technology, goods and services and disposals are included in the scope of the role, with Council seeking to improve its practices and approach with a focus on innovation, improved community and customer outcomes while adding value for Council.

As the **Contract and Procurement Specialist** you will be an approachable, constructive member of the team with the ability to self-manage your own workload, prioritise matters and carry out tasks independently, whilst pursuing continuous improvements in quality, excellence, culture and engagement.

## Role specific accountabilities

- Manage end to end procurement and contract management including:
  - Market research
  - Contract drafting
  - Reporting
  - Planning
  - Negotiation
  - Disposal
  - Tender documentation
  - Contract management
  - Evaluation Processes
  - Performance Management
- Lead, manage, consolidate and implement the functions of Council's procurement and contract framework including a review of all existing procurement and contract management strategies, policies, systems and practices.
- Provide specialist procurement and contract advice as a trusted Business Partner to enable effective engagement in tendering processes, including value for money / quality outcomes, contracts, and delivery.

- Use your commercial acumen, considering alternative procurement methods while managing complexity, risk and the environment throughout all processes.
- Act with integrity and objectivity, always observing confidentiality.
- Ensure that appropriate systems are in place to support the procurement policy, probity and legislative compliance obligations under the *Local Government Act 1993*.
- Simplify and streamline processes that support the procurement and contracting functions of Council.
- Provide training, assistance and support across Council as appropriate to ensure effective procurement control and implementation.
- Develop and maintain professional partnerships with suppliers and strong working relationships with internal and external stakeholders Local Government Association of Tasmania procurement.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

## Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including '*Making a Better Burnie 2044*'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

## To be successful

- Tertiary qualifications in a discipline relevant to the position (Procurement, Finance, Law, Contract Management, Project Management or Supply Chain Management) and/or significant experience in a similar role.
- At least 5 years' experience leading and managing the effective delivery of cost effective procurement and contract management functions in a multidisciplinary environment.
- Demonstrated knowledge of contracts and procurement best practice and industry trends with an ability to implement improvements.
- High level communication, consultative and interpersonal skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels to deliver procurement and contract services.
- Advanced negotiation skills with the ability to lead supplier negotiations, finalise contracts and deliver great outcomes.
- Ability to interpret contract law and its application to contracts and procurement process.
- High level analytical and problem solving skills, with proven ability to negotiate and write supply agreements.
- Well-developed skills in managing time, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
- Highly developed computer skills and experience with complex software applications including Microsoft Office suite.
- Knowledge and experience of Local Government and an understanding of Local Government and an understanding of issues affecting Council (desirable).
- Current drivers licence.

## Who you will work with

<b>Reports to:</b>	Chief Financial Officer
<b>1-Up Leader:</b>	Director Corporate Services
<b>Leads:</b>	<ul style="list-style-type: none"> <li>• Nil direct reports</li> </ul>

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

## Other important information

**Location:** City Offices

**Employment type:** Full-Time

**Hours:** 38 hours per week or as otherwise negotiated

**Employment Category:**  Enterprise Agreement  Individual Contract

**Classification:** **Grade 6** - by negotiation

- *Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.*
- *From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.*

**Other employment information can be found here:** <https://www.burnie.tas.gov.au/Council/Jobs>