Position title: Supply Services Officer

Reports to: Supply Services (Procurement) Co-ordinator

Group: Strategy and Business Services

Reports: Nil

Function: Business Services

Evaluated/approved by: L Scarpin

Activity: Supply Services

Position number: SBS309

Version number: 2015.V1


The Strategy and Business Services Group consists of a broad and complex portfolio of services which critically underpin Council operations, including Finance, Business Services and Business Growth.

The Supply Services Officer is responsible for assisting the Supply Services Coordinator with the delivery of critical end to end supply chain services for Council including Procurement, purchasing and contract management activities

✔ Responsible for the operational delivery of activities for Supply Services including purchasing and procurement

✔ Assist with development and implementation of ongoing business improvement activities, including the Procurement transformation for Supply Services.

Our Values
We are committed to providing excellent service
We work as a team
We care about our people
We are committed to performance
We act with integrity
We strive for sustainability

Our Mission
“The Bega valley will be a community that works together to achieve a balance between the quality of life, sustainable development and conservation of the environment.”

KEY RESPONSIBILITIES AND INDICATORS

<p>| Key Result Areas | Duties and responsibilities | Performance Indicators |</p>
<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Duties and responsibilities</th>
<th>Performance Indicators</th>
</tr>
</thead>
</table>
| **Team Contribution**         | • Ensure operational activities are undertaken in an effective and timely manner  
• Assist the Supply Services Coordinator to meet budget obligations  
• Respond to internal and external enquiries including support to Council staff  
• Actively contribute to discussions in the broader Business Services Function, and the Strategy and Business Services Group  
• Provide relief for the Supply Services Coordinator as required | • Adherence to the Supply Services Delivery Charter  
• Budget monitored and reported as required  
• Compliance with work program and service level agreements |
| **Supply Services Administration** | Occupants of this position will be expected to undertake any or all of the following duties:  
• Undertake operational procurement and purchasing activities on behalf of Council  
• Undertake operational activities associated with Tendering and Contract Management  
• Develop and maintain templates associated with the Supply Services including Tendering and Contract Management  
• Assist the Supply Services Co-ordinator with the creation and maintenance of a program of supplier related activities  
• Assist with the identification of priority business needs of stakeholders  
• Maintain Supply Services systems, processes and procedures  
• Act as the source of central Supply Services (procurement) expertise for Council  
• Assist with the development, implementation and maintenance of a demand forecasting process for Council  
• Identify and report supply services risks | • Outcome delivery rated as satisfactory or higher by Supply Services Co-ordinator  
• Priorities identified and included in Work Program  
• Systems, processes and procedures are current and utilised  
• Maintained and utilised by Council staff  
• Risks reported using Council framework |
Key Result Areas | Duties and responsibilities | Performance Indicators
---|---|---
**Legislation**<br>• Be familiar with and apply legislation and guidelines which affect Supply Services<br>• Maintain knowledge of existing industry trends and changes | • Engagement/networking with other industry stakeholders<br>• Attendance/participation in industry lead forums/workshops/training

**Workplace health & safety**<br>• Identify and monitor WHS related risks and assist the ODG team as required in development of WHS Policies and procedures including Safe Work Method Statements to reduce and/or eliminate workplace risks. | • All legislative obligations/requirements are met

**Customer Service**<br>• Ensure high quality customer service standards and outcomes are in place to deliver services and projects relevant to Business Services’ area of responsibility | • Greater than 70% satisfaction with service delivery

### SELECTION CRITERIA
- Qualifications in Supply Services (Procurement/purchasing) or related industry
- Minimum 2 years experience in Supply Services (Procurement/purchasing) or related field
- Experience in tendering and contract management
- Experience in interpreting legislation/guidelines
- Experience in the use of data management programs to maintain data and records
- Experience in research and analysis
- Ability to work effectively in a team or independently as required
- Well developed written and verbal communication skills
- Ability to build and maintain effective business relationships
- Demonstrated ability in the use of standard office based software such as Microsoft Office
- Ability to plan, organise and prioritise in a changing and dynamic environment
- A sound understanding of the principles of EEO and WHS principles.

### EDUCATION, QUALIFICATIONS, LICENCES

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Desirable</th>
<th>Licences</th>
</tr>
</thead>
</table>
- Relevant qualifications relating to Supply Services (Procurement/purchasing) or related field<br>- Minimum 2 years experience in Supply Services (Procurement/purchasing) or related field<br>- Applied knowledge of Tendering and Contract Management | - Professional membership (eg, CIPS or equivalent) | - NSW Drivers licence |
## ORGANISATIONAL CONTEXT

<table>
<thead>
<tr>
<th>Internal liaisons</th>
<th>External liaisons</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Council staff including Group Managers and General Manager</td>
<td>Suppliers, Buying groups, Government departments, Sales representatives</td>
</tr>
</tbody>
</table>

## CONDITIONS OF EMPLOYMENT

<table>
<thead>
<tr>
<th>Status</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
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<tr>
<td>Award:</td>
<td>Local Government (State) Award 2014</td>
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<tr>
<td>Other:</td>
<td></td>
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