



Procurement Specialist

Section: Financial Services

Salary point: 15

Position number: PSC829

Last updated: March 2026

Position objectives

Collaborate with Council's stakeholders in providing a professional procurement process, with specific regards to:

- Request for quotations (RFQ)
- Expressions of interest (EOI)
- Request for tenders (RFT)
- Ongoing management of Council's contracted supplies

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Provides ongoing technical procurement support to the subject matter experts on RFQ, EOI and RFT processes, with specific regards to documentation, invitation to tender, submissions, evaluations and moderations specific to the procurement process
- Responsible for the oversight of maintaining and monitoring all contractual records
- Responsible for the lifecycle management of Council's contracted suppliers (panel contracts), inclusive of the cyclical performance reviews involving all stakeholders, and for contract renewal
- Responsible for ensuring Council is compliant with relevant legislation, policy and management directives throughout the procurement processes

- Responsible for managing Council's tenders and contract management system in line with Council's strategic plan
- Responsible for the provision and review of the corporate tender and contract documentation suite
- Develop and maintain a reporting system which measures the contribution of RFQ's, EOI's, RFT's and contractor management

Key accountabilities

- Maintaining strong relationships with internal partners and Council's suppliers
- Ensuring expert procurement advice provided to Council staff as it relates to procurement strategies relevant legislation and policy
- Such advice may commit council and may have significant impact upon external parties dealing with Council
- Ensuring that relevant strategies, policies, tender and contract documents, projects and programs are identified, developed and implemented in accordance with relevant legislation
- Meeting agreed timeframes for the provision of procurement services and advice regarding service level agreements, policies, plans and strategies.
- Quality assurance and consistency of review documentation and advice provided from the Procurement Team
- The position may simultaneously assist several major projects or teams within Council

Extent of authority

- Tasks are performed under the direction of the Procurement Team Leader and the general direction of the Expenditure Coordinator. Decisions are generally made within the scope of existing legislative requirements, procedures and guidelines
- May be required to resolve operational problems and participate in a management team to resolve key issues

Judgement and decision making

- May be required to develop/modify organisation wide policies or to manage specialised procurement projects requiring considerable interpretation and understanding of the organisations operations.
- Required to undertake detailed analysis and develop solutions to major problems

Skills, knowledge and capacity

Organisational

- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy

- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales

Interpersonal

- Demonstrated ability to initiate action, make decisions and complete procurement and contract management projects
- Demonstrated well-developed written and oral communication skills
- Previous experience developing effective working relationships and engaging with cross functional stakeholders to produce desired outcomes
- Required to obtain cooperation from others to ensure procurement and contract management objectives are met

Qualifications and experience

- Tertiary qualification in a relevant field or several years' vocational experience
- Demonstrated knowledge of legislation relevant to the position, including, Local Government Act and Regulation
- Experience in a similar position with specific reference to RFQ, EOI, RFT processes along with Contract management within a larger organisation
- Demonstrated ability to perform work with a high level of accuracy and attention to detail
- Demonstrated competency with Microsoft Outlook, Word and Excel
- Demonstrated competency with procurement platforms
- Ability to work to rigid timeframes, prioritise, and manage multiple tasks in a high-volume work environment

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date