

Job title: Procurement Business Partner	
Classification: Band 7	Effective Date: October 2024
Reports to: Coordinator Procurement	Tenure: Permanent Full Time

About us:

At Whitehorse City Council (WCC), community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position is responsible for providing Council with strategic procurement advice and support on procurement policy, procurement planning, category management, contract formation and other procurement and purchasing related activities in a centre led procurement environment. The objective of this role is to develop and facilitate organisational purchasing, tendering and contract management policy and processes whilst leveraging innovation and technology to ensure effective governance, value for money and sustainability outcomes are realised. The position is also responsible for playing a key role in Council's regional collaborative procurement opportunities.

Key Responsibilities

Position Specific Responsibilities

- Co-ordinate and manage strategic procurement plans, and contract management process through consultation with key stakeholders for services/works projects.
- Provide high level advice and services to management and departmental officers in relation to procurement and supply contracting activities under the Local Government Act and Procurement Policy framework.
- Deliver commercial advice to maximise cost reduction and sustainability outcomes.
- Develop and maintain tendering and contract management documentation, including databases, procurement and tender plans, evaluation matrixes, registers, and intranet sites.
- Undertake administrative activities involving Council's ERP Finance System and Procurement & Contract Management System including, data analytics, reporting, training and support to staff
- Ensure a high level of governance and risk management.
- Facilitate training to the assigned Portfolio Areas on contract management to ensure Council staff are informed, educated and set up for success in procurement and contract management responsibilities.
- Contribute to the development and on-going management of Council's procurement policies, procedures and systems, focusing on creating efficiencies for the business and the team.
- Coordinate partner areas to deliver required reporting on procurement and contract management activities.
- Identify opportunities for, and lead participation in, Collaborative Procurement Arrangements with other Councils, state government or other nominated agents and
- Oversee and ensure appropriate management of established contracts and contract register.

- Ensure efficient, effective and professional services are provided to customers and stakeholders with a focus on excellence in customer service.
- Play a key role in the delivery of the Procurement Strategy and Roadmap
- Required to undertake other duties as directed

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety
- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate staff involved in procurement activity.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain continuous improvement system standards and procedures.
- Incorporate Council's social, environmental and economic sustainability objectives, and targets into projects and programs.
- Promote and participate in a culture of social, environmental and economic sustainability

Authority

Budget: Nil

Staff responsibility: Nil

Accountability

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.

- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Responsible for providing professional, timely and accurate advice to internal and external stakeholders on procurement and contract management matters.
- Accountable to the Coordinator Procurement in the delivery of procurement and contract management excellence across Council with the freedom to act being governed by clear objectives and/or budgets. The effect of decisions and actions taken may be significant, but an avenue of appeal or review the Coordinator Procurement is usually available.
- Authorised to contribute formal input into policy development within area of expertise and/or management.

Decision Making:

- Exercise judgement to provide high level procurement information, advice, analysis and recommendations to the Coordinator Procurement and relevant stakeholders.
- Demonstrate judgement and problem-solving using methods and procedures developed from theory or precedent, with the ability to see the implications of actions, documents, and poor processes.

Key Relationships

The position will liaise with:

Internal - Directors, Managers, Contract Managers, and other staff

External - Suppliers, Project Managers, Eastern Region Procurement Network, Other Local Governments, Social Enterprises, and Industry Stakeholders

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- A tertiary qualification in business, commerce, procurement or equivalent and/or combination of knowledge and 5years + experience in procurement.
- Demonstrated experience in contract management and contract administration.
- Demonstrated experience in developing, reviewing and editing a wide range of specifications, tender and contract documents for example, service contracts, IT contracts, works contracts.
- Demonstrated experience in co-ordinating and evaluating tender submissions of varying complexity and a broad knowledge and understanding of tender evaluation processes and associated probity requirements.
- Demonstrated experience in applying the LG Act 2020 desirable

- Demonstrated experience in regional collaboration and joint procurement activity preferred.
- Proficiency is required in the application of theoretical and/or scientific approaches in the search for solutions to new problems and opportunities.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Thorough knowledge of the principles of competitive tendering, contract law, project management, procurement, financial and business management practices.
- Experience in driving sustainability (social, environmental, and economic) outcomes.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

Technology

- Excellent skills and knowledge of computer systems for tenders and contract management, including but not limited to advanced capabilities in MS Word, MS Excel, Power BI
- Skills and Knowledge of Local Government Finance Systems computer systems for finance, tenders, and contract management, *in particular some familiarity with Oracle ERP and Open Windows (ReadyTech) Contract Management System is an advantage.*

Interpersonal

- Ability to build and maintain effective relationships, based on integrity and working in collaboration, and the ability to contribute to a team environment, including discussing specialist matters with stakeholders to resolve complex problems and conflict resolution.
- Ability to communicate and gain cooperation from staff, Council clients, and stakeholders in pursuit of Council's objectives, and to negotiate, manage conflicting views and mediate solutions to achieve outcomes between stakeholders.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and to liaise with other employees in other functions within the organisation to resolve intra-organisational problems.

Leadership/management:

- Ability to effectively manage time, set priorities, plan and organise one's own work (and, where appropriate, that of other employees) to achieve specific

and set objectives to ensure timeframes and work standards are met efficiently, on time and with the resources available.

- Demonstrated initiative, self-motivation, and enthusiasm, with minimal need for supervision to manage day to day tasks.
- Ability to work with flexibility and adaptability to changing organisational needs and priorities within an environment of conflicting pressures.

Key Selection Criteria

- A tertiary qualification in business, commerce, procurement, or a related field and / or knowledge and 5 years + experience in procurement and contract management.
- Demonstrated ability to provide strategic procurement and probity advice to ensure best value outcomes.
- Demonstrated experience in managing and challenging multiple stakeholders through negotiation and discussion.
- Sound understanding of contract law and the Local Government Act desirable.

NOTE:

- A current Victorian driver's licence is essential.
- May be required to attend out-of-hours meetings.
- A clear National Police check is essential

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms	Extensive use of keyboard and laptop for meetings and work requirements	High Use	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	May be required during course of day when referring to additional documentation	Medium Use	
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height	May be required during course of day when referring to additional documentation	Medium Use	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	May be required to collect files	Minimal Use	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.	Extensive use of keyboard and laptop for meetings and work requirements	High Use	
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments:

NOTE: Will be required to travel (drive vehicle) between Civic and Operational Centre as well as to other LG Civic Offices.