

COORDINATOR, PROCUREMENT & CONTRACTS

POSITION DESCRIPTION

Position Title:	Coordinator, Procurement & Contracts
Responsible To:	Manager, Procurement & Contract Management
Council Portfolio:	Corporate Services
Council Team:	Finance & Procurement
Classification Level:	Salaried, Level 5

Overview of Program

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of Team

The Finance and Procurement team ensures that public resources are effectively managed to enable the delivery of Council's priorities and strategic plans, funding a long-term financially sustainable approach to governance, and creating significant public value through its sustainable procurement practices.

Key Relationships / Interactions

Internal	<ul style="list-style-type: none"> Employees across the Finance and Procurement Team City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	<ul style="list-style-type: none"> Government Procurement Groups (Local and State) Procurement & Supply Chain Management expert bodies (e.g. CIPS) Other Capital City & Local Government Councils State Government Agencies Contractors & Suppliers

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Primary Purpose

As a part of the Finance & Procurement Team, the Coordinator, Procurement & Contracts will provide procurement and contracts administrative and related services in accordance with agreed organisational plans to achieve outcomes which align to CoA's strategic objectives. The position is an enabler for proactive and efficient procurement processes in accordance with agreed procurement deliverables.

Responsibilities

The Coordinator, Procurement & Contracts is responsible for:

- Providing support to the Strategic Procurement & Contracts Advisor to deliver on agreed business unit procurement plans which contribute to organisational outcomes.
- Prepare and develop Procurement Plans for a procurement activity with stakeholders. This includes providing advice regarding market approach, evaluation criteria and aligning to organisation policy objectives and outcomes.
- Assisting the Strategic Procurement & Contracts Advisors to plan procurements, including Panel arrangements and or Purchasing Cooperatives.
- Presenting opportunities to the Strategic Procurement & Contracts Advisors that could result in procurement process improvements.
- Preparing, reviewing and developing documents for all procurement methods.
- Providing accurate documentation to prospective suppliers, contractors and service providers to facilitate submissions of bids to Council.
- Receiving and collating all bids and preparing, scheduling and conducting evaluation meetings with stakeholders.
- Upholding integrity in the sourcing process by ensuring probity is maintained, and that procurements are evaluated in accordance with agreed procurement activity plans and procurement policy objectives.
- Assisting internal and external stakeholders to achieve procurement outcomes through effective negotiation strategies based on established procurement policy objectives
- Maintaining accurate records of evaluation meetings and ensuring evaluation scoring and reports are completed with integrity in accordance with the procurement activity plans while ensuring timely closure of the sourcing process.
- Drafting and preparing Contract documents for execution by Council and suppliers. This includes preparation and execution of Contract Award Reports and contract documents by the appropriate delegates.
- Ensuring all required contract documents are received prior to commencement of contract works, not limited to copies of insurances and bank guarantees.
- Collating contract deliverables for handover meetings, which advise and informs Contract Managers of potential risks, contracts management actions, and contract performance expectations, including KPIs.
- Working alongside Contract Managers during the contract delivery phase to ensure data collection and completion of supplier performance scorecards and KPI reporting and updating systems accordingly.
- Actively participating in team activities to contribute to the review of processes and make suggestions for improvements.
- Providing sound administration practices and providing ad hoc support to the Manager through preparation of reports and documents for audit purposes.
- Maintaining systems, file structures and record system.
- Participating in team planning meetings and taking a collaborative approach to achieving team strategic objectives.

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Responsibilities for all employees

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	Demonstrated experience working within a procurement discipline.	Essential
	Tertiary qualifications in purchasing or procurement related field.	Desirable
Financial Skills & Acumen	Understanding of financial requirements, financial information reporting and finance management systems.	Desirable
Technical Knowledge & Experience	<p>Knowledge and experience in procurement and contract administration, project management, legal or commercial business management.</p> <p>Experience in running procurement evaluation processes.</p> <p>Experience as a procurement officer.</p> <p>Ability to prioritise conflicting demands, an ability to perform duties with minimum supervision, work under pressure and to meet required deadlines.</p> <p>Ability to follow instructions, interpret and apply procurement policy and operating guidelines.</p>	Essential
Innovation & Initiative	Ability to display flexibility, initiative and the use of discretion in daily service delivery	Essential
Resource Management & Decision Making	Ability to work alongside Council resources to arrive at evidence based decision making	Essential
Professional Development	A commitment to ongoing growth, development and continuous learning.	Essential
Customer Commitment & Integrity	<p>A commitment to meeting internal and external customer expectations demonstrated through a provision of timely, reliable support services on matters within the area of responsibility.</p> <p>Demonstrated experience of working in a position(s) of trust.</p>	Essential
Collaboration & Communication	<p>Ability to build positive relationships and consult and communicate with people at all levels, prospective suppliers, contractors, both verbally and in writing. The ability to build and maintain cross program relationships.</p> <p>Ability to work effectively in a team environment and to establish positive and effective working relationships, built on trust and respect.</p>	Essential
Administrative Skills	<p>Intermediate skills in MS Office computing applications and strong organisational skills.</p> <p>Maintain confidentiality of documents and correspondence.</p> <p>A sound understanding of records management procedures and requirements, including management of compliance documents.</p>	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	<p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	<p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	<p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	<p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

The below table summarises the physical demands of this role.

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Safety and Wellbeing Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.