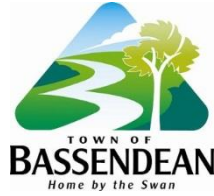




Employment Information Pack

Coordinator Procurement, Contracts & Leases

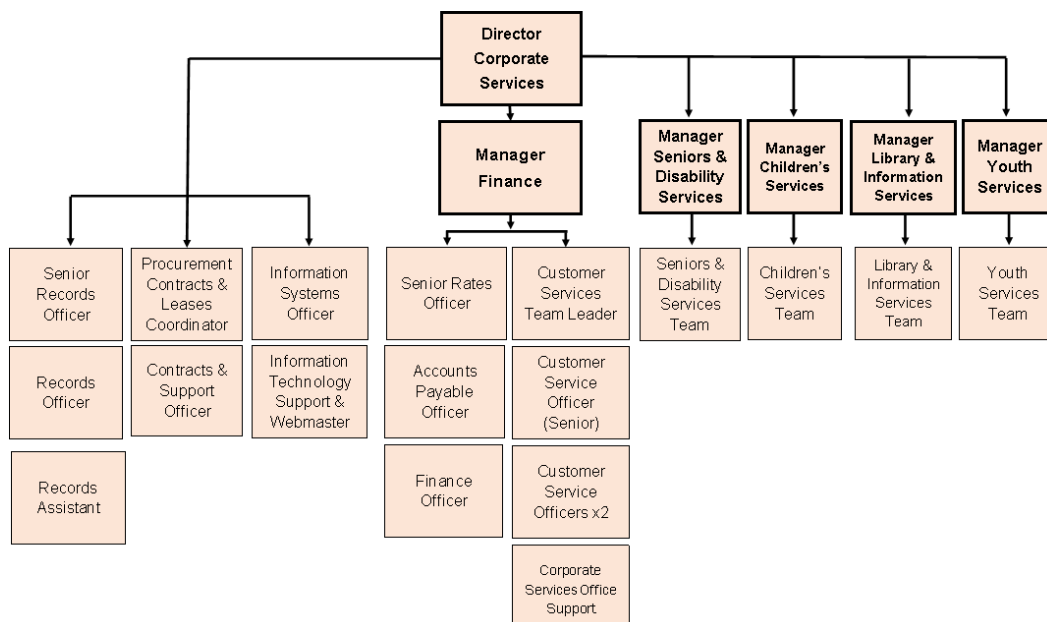


Position Description

Coordinator Procurement, Contracts & Leases

Position Holders Name	New Position
Classification of Position	Level 8
Tenure	Permanent
Report	Director Corporate Services
Role of the Position	<p>This role is responsible for providing specialist procurement, contracting and leasing advice to ensure compliance and adherence to policy, procedures and all legislative requirements.</p> <p>The role manages the Town's procurement, contracts and leases to achieve value for money, sustainability, quality control and appropriate risk management.</p>

Organisational Structure Corporate Services



Role Responsibilities

The following is a summary of specific duties for this role:

Leadership

- Plan and manage the Town's procurement, contracts and leases in line with the Town's strategic and operational plans.
- Monitor project performance, identify opportunities for continuous improvement and commit to achieving quality outcomes.
- Build and sustain relationships within the organisation and external networks of key people to proactively share information and work collaboratively to achieve effective partnerships.
- Provide day to day supervision and direction to the Contracts Support Officer by setting purpose, works tasks and communicating expected outcomes for optimal performance.
- Provide procurement and purchasing training to Town officers to increase awareness and ensure compliance with the Town's purchasing policies and procedures.
- Develop and maintain appropriate documentation for the Town's procurement, contract management and leasing functions, in compliance with legislative and policy requirements.
- Ensure compliance with statutory, regulatory and policy requirements including the Local Government Act and Regulations, Codes of Conduct, Industrial Awards, Occupational Safety and Health Act and other relevant legislation and policy.

Procurement & Purchasing

- Apply pro-active procurement strategies to ensure best value for money and long term benefits to the Town.
- Continuous evaluation of procurement design, implement and risk mitigation strategies.
- Coordinate the development and implementation of tendering and procurement policies, procedures and processes.
- In consultation with appropriate officers prepare the necessary documentation for Expressions of Interest (EOI), Request for Tender (RFT) and Request for Quotations (RFQ), in accordance with legislative requirements and the Town's policies and procedures.
- Ensure the Town's Tender Register is maintained in accordance with regulatory requirements.
- Oversee the preparation of tender and quotation packages, approval processes and appropriate advertising.
- Facilitate the panel evaluation of submissions, notify parties of outcomes and ensure all relevant document is distributed and returned.
- Provide estimating and specification support to officers to ensure responses meet the desired requirements and objectives of the product or service.
- Monitor and audit the Town's purchasing activities including compliance with tender thresholds by supplier and/or goods or services and invoices to contracts.

Contract Management

- Review and negotiate identified contracts and legal agreements in consultation with relevant officers and other stakeholders.
- Prepare contract documentation in accordance with Australian Standards including awarding, extending, variations or termination of contracts.
- Monitor and manage the status of contracts, including contract spend and Town and Contractor performance requirements and obligations to ensure compliance with legislative requirements, policy and contract terms.
- Ensure the Town's Contract Register is maintained in accordance with regulatory requirements.
- Liaise with contract owners, providing status updates and assistance to ensure appropriate and effective contract management.

Leases

- Review and negotiate the Town's leases in consultation with relevant officers, community groups and other stakeholders.
- Prepare leasing documentation in accordance with legal and policy requirements to ensure the effective management of leases and appropriate lessor and lessee responsibilities and obligations.
- Monitor and manage the status of leases, including financial and operational compliance with lease terms.

Occupational Health and Safety

- Promote a strong safety culture and provide leadership and support in the implementation of the Town's Occupational Health and Safety initiatives and systems to ensure the provision of safe and healthy worksites and compliance with Occupational Health and Safety legislation.

Leadership Capability Requirements

The following leadership behaviours and skills are required for high performance and built around the following core competencies for this role.

Shapes & Manages Strategy

- **Inspires a sense of purpose and direction** – *Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational goals. Sets work tasks that align with the strategic objectives and communicates expected outcomes.*
- **Focuses strategically** – *Understands the organisation's objectives and aligns operational activities accordingly. Considers the ramifications of issues and longer-term impact of own work and work area.*
- **Harnesses information and opportunities** – *Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical public sector issues. Maintains an awareness of the organisation, monitors the context in which the organisation operates and finds out about best practice approaches.*
- **Shows judgment, intelligence and common sense** – *Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.*

Achieves Results

- **Builds organisational skill and responsiveness** – *Reviews project performance and focuses on identifying opportunities for continuous improvement. Identifies key talent to support performance. Remains flexible and responsive to changes in requirements.*
- **Marshals professional expertise** – *Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.*
- **Steers and implements change and deals with uncertainty** – *Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.*
- **Delivers intended results** – *Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documented procedures are maintained. Seeks feedback*

Builds Productive Relationships

- **Nurtures internal and external relationships** – *Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to internal and external client needs.*
- **Facilitates cooperation and partnerships** – *Involves people, encourages them and recognises their contribution. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.*
- **Values individual differences and diversity** – *Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Harnesses understanding of differences to enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives.*
- **Guides, coaches and develops people** – *Identifies learning opportunities for others and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive, objective feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.*

Exemplifies Personal Integrity and Self-Awareness

- **Demonstrates public service professionalism and probity** – *Adopts a principled approach and adheres to public sector values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.*
- **Engages with risk and shows personal courage** – *Provides impartial and forthright advice. Challenges important issues constructively, and stands by own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.*
- **Commits to action** – *Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.*
- **Displays resilience** – *Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Continues to move forward despite criticism or setbacks.*
- **Demonstrates self-awareness and a commitment to personal development** – *Self-evaluates performance and seeks feedback from others. Communicates and acts on strengths and development needs. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and accepts challenging new opportunities.*

Communicates and Influences Effectively

- **Communicates clearly** – *Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.*
- **Listens, understands and adapts to audience** – *Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.*
- **Negotiates persuasively** – *Approaches negotiations with a strong grasp of the key issues, having prepared in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and frames arguments accordingly. Encourages the support of relevant stakeholders. Strives to achieve an outcome that delivers benefits for both parties.*

Selection Criteria

-
- *The Town will assess applications and suitability against the above role responsibilities and leadership capability requirements.*
-
- **Tertiary qualifications** in a Procurement, Contract Management or similar discipline are highly desirable.

Employment Benefits

Working at the Town of Bassendean offers an encouraging and supportive work environment. The Town rewards and values our employees with many benefits and incentives.

Health & Wellness

- ✓ Flu Vaccinations
- ✓ Hepatitis A & B Vaccinations *
- ✓ Skin Cancer Checks
- ✓ Health Assessments
- ✓ Lifestyle Seminars
- ✓ Fully funded and subsidised fitness programs
- ✓ Free participation to attend the Town's Leisure Courses *
- ✓ Wellbeing program
- ✓ Staff Newsletters
- ✓ 24 hour confidential Employee Assistance Program

Flexible, Friendly Environment

- ✓ Pleasant work environment
- ✓ Flexible working arrangements
- ✓ Two additional leave days each year *
- ✓ Office shut down over Christmas
- ✓ Additional Days Off and Roster Days Off *
- ✓ Purchased Leave Scheme
- ✓ Only 10 kilometres from the centre of Perth
- ✓ Free car parking
- ✓ Easy commuting access to the Town including train services operating at Bassendean, Ashfield and Success Hill stations
- ✓ Close to many shops and cafes
- ✓ Free Uniforms *
- ✓ Smart Rider cards available to use for work related meetings and training

Professional & Personal Development

- ✓ Encouragement and promotion of training and development opportunities
- ✓ Corporate Training Workshops
- ✓ New Staff Induction program
- ✓ Study Assistance program *
- ✓ Staff Recognition and Achievement Awards
- ✓ Service Recognition Awards

Financial Rewards

- ✓ Option to salary sacrifice superannuation with a matching contribution of up to 5%
- ✓ 17.5% annual leave loading
- ✓ Ability to access Long Service Leave Entitlements after 7 continuous years of service *
- ✓ Cashing out of Annual Leave *

** Conditions and policies apply, may be subject to change*

Employment Conditions

Pre-Employment Medical	Prospective employees are required to undergo a pre-employment medical examination (at Council's expense).
National Police Certificate	Prospective employees are required to provide a National Police Certificate (issued less than three months ago). If you do not hold a current National Police Certificate, the Town will make this application for you (at Council's expense).
Working with Children Check (WWCC)	If a WWCC is an essential requirement of the position, you must provide a copy of your current card prior to commencing employment.
Psychometric Testing	Prospective employees may be required to undertake psychometric testing (at Council's expense).
Drivers Licence	If a current driver's licence is an essential requirement of the position, you must provide a copy of your current card prior to commencing employment.
Probationary Period	A three (3) month probationary period may apply to this position. Reviews are conducted at 6 and 10-12 weeks following commencement. Upon successful completion, appointment will be confirmed.
Pay Days	Employees are paid on a fortnightly basis by direct credit into a bank, building society or credit union of their choice. Pay is deposited into accounts on the Thursday following the end of the pay period.
Superannuation	Council will contribute 9.5% of salary to a complying superannuation fund nominated by the employee. Salary sacrifice options are available along with matching employer employee contributions of up to 5%.
Annual Leave	Four (4) weeks per annum plus 17.5% leave loading.
Christmas Closure Days	Employees are entitled to two additional days to be taken as part of the Town's Christmas closure period (between Christmas and New Year). * Conditions Apply
Personal Leave	For each year of service, an employee is entitled to 10 days (pro-rata) of paid personal/carers leave.
Long Service Leave	Employees are entitled to 13 weeks long service leave in respect of each 10 years' continuous service. Eligible employees are able to access their Long Service Leave entitlements pro-rata after seven (7) years continuous service. *Conditions apply
Closing Date	4pm Thursday 29 August 2019. Please ensure your application is received within the closing date and time as applications received after this time may not be considered.

Submitting an Application

Thank you for your interest in the position advertised by the Town of Bassendean. Please read the following information to assist you with your application.

What to include in your application

➤ **Covering Letter**

Briefly outline the details of the position, your interest in this vacancy and your availability to attend an interview.

➤ **Curriculum Vitae or Resume**

This is a summary of your work history and should start with the most recent or current position. You should include employment dates (months) including the details of duties and a list of academic and/or professional training. Please also include your personal details including name, current address, telephone number and email address.

➤ **Referees**

Referees should be contacted for approval before listing them in your resume. You should include the names and contact details of two recent work referees. If you would like notice prior to contacting them, please clearly outline on your resume.

➤ **Qualifications, Certificates, Reference Letters etc**

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references etc. to your application.

➤ **Selection Criteria**

The advertisement may state you are required to address selection criteria. If so, it is strongly recommended that you use Selection Criteria as a heading and briefly outline relevant claims and experience separately against each criterion. A small initial paragraph followed by dot points is the preferred format.

Address for applications

Email

humanresources@bassendean.wa.gov.au

Mail

Private and Confidential
Human Resources
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

Hand Delivered

Town of Bassendean Customer Services Centre
35 Old Perth Road, Bassendean

How will the recruitment process work?

Following receipt of your application, the Town will forward you an email or letter confirming your application has been received. The Town endeavors to determine its short list for interviews within two weeks after the vacancy closing date. The selection panel will assess each application against the criteria and work related requirements outlined in the position description.

Should you be selected for an interview, the Town will contact you and confirm the interview details with you. A selection panel (usually two to three officers) will conduct the interview process and they have the responsibility of recommending the most suitable applicant(s) for the job(s). Selections will be based on which applicant demonstrates the highest merit for the position, their past experience, ability to perform the position, referee checks, psychometric testing or other practical assessments.

If you have not been contacted by the Town within four weeks after the closing date unfortunately your application was not successful.

Have any queries?

Should you require further information about employment at the Town, please contact Human Resources on (08) 9377 8000 or email humanresources@bassendean.wa.gov.au

Thank you for your time and interest in working at the Town of Bassendean. Good luck with your application.