

CONTRACTS AND PROCUREMENT SUPPORT OFFICER POSITION DESCRIPTION

Position Title	Contracts and Procurement Support Officer
Directorate	Corporate Services
Department	Contracts and Procurement
Position No.	46,205.00
Classification	Level Three (3) – Level Four (4)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Contracts and Procurement
Last Review Date	June 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Procurement and Contracts Department works as a strategic Partner with the Director Corporate Services to drive the development and strength of the procurement, contracts, purchasing and stores functions.

POSITION SUMMARY:

Working as a member of the Contracts and Procurement Team, this position provides support to the Contracts and Procurement Team in the creation, management and administration of contracts and related documentation. It involves the establishment and maintenance of contract data on IRIS, Tech One and related information management systems. It also involves requisitioning and purchase order processing, communicating with suppliers and internal customers and general administration.

DUTIES:

Position Accountabilities and Performance Objectives

Provide high level confidential administrative, reporting and procurement support to the Contracts & Procurement Team, including but not limited to the following duties;

1. Provide administrative support in connection with corporate procurement administration.
2. Maintain a high level of customer satisfaction by providing stakeholders with responsive and proactive assistance.
3. Ensure procurement activities are completed in a timely manner and to follow up or expedite requests as necessary.
4. Record, store and maintain relevant information regarding agreements, contracts, quotations, expression of interest and tenders within the procurement filing system, ECM, council website or other information management system as appropriate.
5. Validate and release Purchase Orders submitted by authorised requisitioning officers, ensuring compliance with the Procurement Policy and Delegations of Authority.
6. Preparation of letters of award, memos, minutes, reports, spreadsheets / databases and presentations.
7. Review documentation for accuracy and action appropriately.
8. Assist the Procurement Team with administration of quotations and tender documents including uploading onto tendering and quotation platforms.
9. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
10. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
11. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
12. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Professional and courteous interpersonal and communication skills, including the ability to liaise effectively with a broad range of stakeholders in providing procurement administrative assistance to enable achievement of desired outcomes;
2. Ability to plan, coordinate and manage to complete competing priorities efficiently and effectively within set deadlines;
3. Ability to work as part of a team in a fast-paced environment
4. Analytical and problem-solving skills

Experience

1. Experience in contract administration or procurement (preferred).
2. Experience in Queensland Local Government Procurement (preferred)
3. Experience in the use of the Microsoft Office suite of products
4. Experience with systems, processes and techniques;

Qualifications

Mandatory – this role requires the possession of:

1. C Class Open Australian Drivers Licence.
2. Demonstrated experience (3+) years within an administrative and customer service environment

Desirable

1. Tertiary qualifications in Business Management
2. Certificate in Contracting Fundamentals

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		