

Position Title	Graduate Procurement Officer
Department	Corporate
Unit	Procurement
Team	Procurement
Supervises	Nil
Reports To	Team Leader Procurement
Grade	D
Date Prepared	21/07/2025
Date Last Updated	21/07/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

The purpose of this role is to assist with the end-to-end management of Council's procurement services by offering support to the procurement team with the preparation, issue and evaluation of Council's procurement documents and resourcing contracts, and assistance in implementing effective procurement strategies and processes which are consistent with compliance requirements and organisational risk. This role will contribute to the fulfilment of the annual procurement delivery program.



Accountabilities

- Assist with the preparation of procurement documents in accordance to legislation and Council's procurement policies/ procedures.
- Publish tenders/ quotations/ Expression of Interest and issue addenda/clarification through tendering platforms , as well as collating and managing documentation, in accordance with Councils policies, procedures and legislations.
- Using electronic software to assist with the management of procurement submissions, from lodgement through to evaluation and ensuring record keeping requirements in Councils' systems.
- Assist with the administration function of procurement recommendation reports for Senior Management.
- Assist with the preparation and issuance of contract documents in accordance with Council approvals and procedures.
- Assist the Team Leader with the maintenance of Contract Registers, Contract User Guides (panel contracts)
- Assist the Procurement Unit team to provide other routine and ad hoc services to Business Units.
- Assist the Team Leader to implement and monitor appropriate procurement systems and practices to ensure high degree of compliance, probity and advice to Business Unit.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG

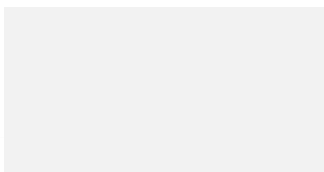
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Foundational	<ul style="list-style-type: none"> • Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Resources		
Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management
Results		
Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks



- Manages time appropriately and re-prioritises as required
- Identifies and informs supervisor of issues that may impact on completion of tasks

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Degree Qualified in Business, Finance or other disciplines directly relating to the accountabilities outlined in the position description.

Essential Experience

- Customer service skills developed through experience, with a focus on clear and effective communication with a diverse range of stakeholders.

Desirable Qualifications and or Experience

- Proficient in the use of Microsoft products
- Good organisational skills, ability to prioritise work and strong attention to detail
- Adaptable communication skills (written, verbal and interpersonal)
- Confident, personable, and energetic who can liaise with both internal and external stakeholders.
- Self-motivated, able to use initiative with a willingness to learn.
- Positive attitude and constructive approach to challenges.

HUMAN RESOURCES USE (SELECT YES OR NO)

YES

NO

Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>