

Position Title	Team Leader Supply
Department	Corporate
Division	
Unit	Procurement
Team	Procurement
Supervises	8
Reports To	Manager Procurement
Grade	F
Date Prepared	16/03/2026
Date Last Updated	

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 Team Leader Supply is responsible for leading the delivery of an efficient and responsive Stores and Supply service that supports the operational needs of Council's business units and internal customers. The role ensures purchasing and supply processes are managed in accordance with Council policies, legislative requirements and compliance standards while maintaining a high level of customer service.

Accountabilities

- Provide overall leadership of the Supply Team, including coaching, guidance and support to develop team members capability, improve performance, and ensure effective service delivery for customers.
- Manage supply chain and stores logistics to ensure the timely and reliable availability of Stores products in line with business unit operational requirements.
- Lead the timely and accurate processing of purchasing transactions within relevant systems in accordance with service levels and governance requirements whilst enabling business units to access the resources required to deliver services.
- Manage and influence the capacity and performance of Council's Stores service to ensure it remains responsive, efficient and valued by internal customers.
- Provide reporting and insights to monitor compliance, identify improvement opportunities and support informed operational and strategic decision-making.
- Deliver training, coaching and support to team members from across the organisation on Supply services, purchasing processes and documentation requirements to build organisational capability.
- Identify opportunities and lead change initiatives to improve processes, systems and work practices to drive service enhancement through digital transformation.
- Provide a high level of customer service to both internal and external customers, with a particular focus on enhancing the customer experience.
- Additional duties as required within the limits of the employee's skill, competence and training.

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 – People Leader Profile 2

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

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
People Leadership		
Manage and Develop People	Adept	<ul style="list-style-type: none"> • Seeks to understand the individual strengths, weaknesses, goals and concerns of team • Defines and communicates roles and responsibilities and sets clear performance standards and goals • Coaches team members to help improve performance and development • Regularly discusses performance with team members and provides accurate, constructive • Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals • Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate

		<ul style="list-style-type: none"> • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Results		
Innovate and Improve	Adept	<ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions
Resources		
Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks

* 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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Demonstrated knowledge of SAP systems or equivalent enterprise resource planning (ERP) systems.
- Current Forklift Licence or the ability and commitment to acquiring one.

Essential Experience

- Demonstrated experience leading people and teams to achieve outcomes.
- Strong Knowledge and experience in Warehousing and Supply Chain management, including the experience in managing stores across multiple locations.
- Excellent written and verbal communication skills, with the ability to engage effectively with diverse stakeholders by providing clear, influential advice and managing their expectations.
- Proven ability to analyse issues, solve problems, and apply sound judgement, including identifying risks and developing practical, innovative solutions.
- Strong organisational and time management skills, with the ability to manage competing priorities, meet deadlines, and take ownership of work outcomes.
- Demonstrated capability in using digital systems and technologies to support supply activities and drive improvements to efficiency and customer experience.
- Well-developed collaboration, negotiation, and relationship management skills, with the ability to work across the organisation and deliver a high standard of customer experience.
- Demonstrated commitment to Council's values.

Desirable Qualifications and or Experience

- Relevant tertiary qualifications such as Tafe Certification in Logistics & Warehousing.

- Strong understanding or experience of local government, its opportunities and 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: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input 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"/>
Does this position have an inherently high risk for fraud and corruption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>