

Kingborough Council

Information Package for Applicants



Position Details:

**Procurement and Corporate Risk Management
Coordinator, Position Number 000555**

Employment Status:

Ongoing, Full-time

Department:

Finance Department

Applications Close:

4pm on Monday 1 November 2021

Further Information:

Mr John Breen, Chief Financial Officer on 03 6211 8200.



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Procurement and Corporate Risk Management Coordinator

As Procurement and Corporate Risk Management Coordinator you will play a vital role in the administration of a comprehensive contracts, tenders and procurement service for Council including managing contracts of significant size and complexity. The position is also responsible for supporting Council's Audit Panel and developing the risk management framework and practices for the organisation.

With your strong influencing and organisational skills, you will advise management on best practice procurement arrangements and will coordinate tendering and purchasing support services to the organisation. To be successful in the role, you must have well developed project management and reporting skills and the ability to work across the organisation with a broad range of stakeholders.

The role is full-time with a salary in the range of \$88,628 to \$100,456 per annum, depending on skills and experience.

How to Apply: For further information on this position, please contact Council's Chief Financial Officer, John Breen, on (03) 6211 8200. A copy of the position description for the vacancy and information detailing requirements for applications are available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume. Applications can be submitted online through the Employment Portal on Council's website and close at 4pm on Monday 1 November 2021.

Key Selection Criteria

Procurement and Corporate Risk Management Coordinator

Please address these selection criteria in your application

Essential

1. Relevant tertiary qualifications in Risk Management, Business or other relevant discipline and/or significant experience in procurement and corporate risk management policies and practices within a public sector environment.
2. Demonstrated experience in developing and implementing organisational procurement and purchasing processes within a public sector environment.
3. Demonstrated skill and experience in contract negotiation, relevant contract and trade practices law, and the application of competitive tendering policies.
4. Demonstrated experience in the preparation of technical briefs and contract specifications.
5. Competent computer skills in the use of Microsoft Office products.
6. Well-developed project management and reporting skills, with a demonstrated history of delivering cross organisational projects or initiatives that have a broad range of stakeholders.
7. Demonstrated ability to work under limited direction, meet deadlines and work cooperatively with other areas of organisation to achieve agreed outcomes.
8. Current driver's licence.

Desirable

1. Previous experience in the use of corporate financial and tendering systems relevant to the role.

Position Description

Procurement and Corporate Risk Management Coordinator

POSITION DETAILS

Position No.	000555	Department	Finance
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Finance	Classification	Professional Officer, Level 3

POSITION OBJECTIVE

The position is responsible for:

- The maintenance and administration of a comprehensive, integrated, efficient, compliant and cost-effective Contracts, Tenders and Procurement service for Council.
- Assisting with the development and maintenance of a suite of tender and contract documents, comprehensive procurement procedures and manuals and Council's contract management system.
- Providing advice to staff in appropriate procurement and tendering documentation and processes, whilst ensuring compliance with relevant legislation and Council's procurement policy and procedures.
- Supporting the Audit Panel to meet its risk management requirements as outlines in the Audit Panel Charter, including:
 - Assisting in the review of the risk management framework and risk matrix.
 - Supporting the identification, assessment and reporting of significant risks areas.
 - Reviewing the impact of the risk management framework on its control environment and insurance arrangements.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Procurement and Tender Management

- Maintain and improve Council's electronic procurement systems.
- Co-ordinate effective and efficient purchasing and procurement of goods and services across the organisation.

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- Establish and maintain key supplier agreements, while seeking ways to improve efficiencies and ensure purchasing compliance.
 - Review and improve Council's contract management and establish service level outcomes and standards for tendered operations in consultation with management.
 - Deliver this service through a focused customer approach with ongoing improvements to consistency, timeliness, quality and competitive practices across all areas.

2. Tender/Quotation Process

- Maintain policies, procedures and template documentation for the development, preparation, advertising, evaluation and approval of all tenders and quotations called for by Council.
- Ensure that the Tender/Quotation process as set down in Council's manuals and procedures are understood, regularly reviewed and amended as required.
- Maintain and continuously improve Council's electronic tender portal.
- Maintain and improve Council's electronic tender and quotation system.

3. Contract Reporting

- Maintain an appropriate contract tracking system, including updating information and generating reports required for Annual Reporting.
- Ensure that policies, procedures and guidelines incorporate and satisfy the requirements of the *Local Government Act and Regulations*.

4. Procurement

- Undertake monthly and quarterly audits to ensure compliance with legislation and procurement policies and procedures, and work with Departments to resolve identified issues.
- Conduct the bi-annual review of Council's Procurement Policy in line with legislation.
- Assist with the training of staff in relation to relevant legislation and Council's Procurement policies and procedures.
- Update the Council wide Procurement Manual.
- Develop and administer a Procurement Intranet page.

5. Risk Management

- Assist in the review of the Council's corporate risk management framework and risk matrix.
- Support the identification, assessment and reporting of significant corporate risks areas.

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- Review the impact of the risk management framework on its control environment and insurance arrangements.
 - Ensure that a sound and effective approach has been followed in establishing the business continuity plan, including periodic testing.
 - Ensure that the fraud control plan has appropriate policies, processes and systems in place.
 - Ensure that effective systems are in place for monitoring compliance with relevant laws, regulations and associated Government policy.
 - Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are professionally autonomous and undertake professional work that is novel, complex or critical. They may be responsible for the supervision and mentoring of less experienced professional employees.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist work which requires extensive knowledge and a high level of skill. The position requires the capacity to work independently and without direct supervision.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position liaises from colleagues from the Finance Department and other Council staff as required. The position also liaises with the Council's Audit Panel.
2. **External** – Local Government Association of Tasmania, Government agencies, contractors and suppliers.
3. **Direct Reports** - This role reports to the CFO and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Relevant tertiary qualifications in Risk Management, Business or other relevant discipline and/or significant experience in procurement and corporate risk management policies and practices within a public sector environment.
- Demonstrated experience in developing and implementing organisational procurement and purchasing processes within a public sector environment.
- Demonstrated skill and experience in contract negotiation, relevant contract and trade practices law, and the application of competitive tendering policies.
- Demonstrated experience in the preparation of technical briefs and contract specifications.
- Competent computer skills in the use of Microsoft Office products.
- Well-developed project management and reporting skills, with a demonstrated history of delivering cross organisational projects or initiatives that have a broad range of stakeholders.
- Demonstrated ability to work under limited direction, meet deadlines and work cooperatively with other areas of organisation to achieve agreed outcomes.
- Current driver's licence.

Desirable

2. Previous experience in the use of corporate financial and tendering systems relevant to the role.

Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a **National Police check** will be required for this position.

How to apply:

Your application should be addressed “**Confidential Job Application – Procurement and Corporate Risk Management Coordinator, Position Number 000555**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Thank you for your interest in employment with the Kingborough Council. **Applications close at 4pm on Monday 1 November 2020.**

Employee Entitlements and Benefits

Code of Conduct

The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website; <https://www.kingborough.tas.gov.au/wp-content/uploads/2020/11/Code-of-Conduct-Policy-2020.pdf>

Employment Provisions

The employment provisions for this position are in accordance with the *Kingborough Council Enterprise Agreement No 9 of 2017* or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au

Classification and Salary:

This position is classified under the Enterprise Agreement as Professional Officer, Level 3.

Hours of Work:

The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 19 day per four-week cycle arrangement is also offered.

Superannuation

Council meets the requirements of the *Superannuation Guarantee Act* and currently contributes 12.5% as the employer superannuation contribution.

Leave

Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service

Health and Wellbeing

and the period of service is transferable between Tasmanian Councils.

Our employees may also purchase an additional two week's annual leave.

Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.

Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.

Relocation Costs

Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.

Uniform and PPE

Council supplies personal protective equipment and uniform items to operational employees, as well as those employees working in inspectorial positions.

An annual uniform allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. Information is

	available at https://www.nnt.com.au/local-government
Other Employee Benefits	<p>Our employees have access to discounted health insurance options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a novated lease for a personal vehicle through Maxxia.</p> <p><i>LGAT Assist</i> also provide low interest loans to Local Government employees who are employed on an ongoing (permanent) basis.</p>
Work Health and Safety	<p>Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i>, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.</p>
Induction	<p>All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.</p>
HR information	<p>For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.</p>