

Position Description

Position Title	Contract Officer
Position Number	CORE01
Directorate	Corporate Services
Business Unit/s	Finance Services
Reports to	Strategic Procurement Lead
Classification	Level 6 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,600 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

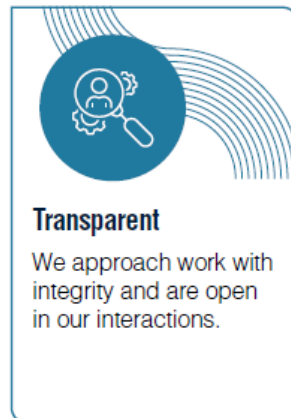
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to Strategic Procurement Lead.

Business Unit Objective

The Business Unit provides a range of financial services to the Council and City of Stirling Community. Those services include Rates Services, Accounts Receivable, Investment and Funds Control, Expenditure Processing, Budget Coordination, Management and Statutory Reporting, Purchasing and Contracts Administration and Inventory Management.

Position Overview

The role of the Contract Officer is to provide expertise and support to the Business Units in the acquisition of goods and services in accordance with statutory requirements, and the City's policies and management practices at various stages of the procurement cycle.

The role is responsible for delivering non-complex sourcing activities including low valued public tenders across the organisation.

- Compliance with policy, procedures and statutory requirements;
- Continuous operation of the City's purchases in the most efficient and cost-effective manner possible; and
- The development of transparent and well governed procurement systems that mitigate risk.

This position supports the Strategic Procurement Lead in the monitoring, management and reporting of performance of the tenders, quotations, contracts and agreements.

Position Objectives

Principal Duties

- Partner with Business Units by proactively engaging and building strong relationships with the stakeholders to drive compliance, innovation and continuous improvement in procurement practices.
- Provide expert advice, guidance and consultancy services to stakeholders across all procurement activities, ensuring best practices, risk mitigations and value for money outcomes are consistently achieved.

- Manage the renewal/extension of the City's contract/agreement when required: These include:
 - Tracking contracts for expiration and renewals and initiating renewal/extension process.
 - Liaising with the Business Units for approval to renew contract/agreement by exercising extension options under the provisions of the contract.
 - Preparing appropriate correspondence to the contractor to formalise the renewal of the contract.
- Process contract variations and Deeds of Novation as required, ensuring compliance with relevant policies and legislative requirements.
- Assist and coordinate the development of non-complex tender/quotation and contract by undertaking the following:
 - Assist in development of the Procurement Initiation form to establish criteria for market engagement.
 - Review and manage allocated tender/quotation requests and prioritise the work in consultation with the Business Units.
 - Maintain a demonstrated knowledge of the Legislation and policies applicable to the City's Procurement practices.
 - Review and offer guidance with regards to the specification or brief.
 - Incorporate relevant conditions of contract or agreement in the invitation document, including the use of Australian Standards.
 - Plan the various stages of the tender/quotation and contract preparation and advise the Business Units in writing of all the key milestones, which include publishing date, closing of tender, evaluation processing and Committee and Council deadlines.
 - Develop and publish the tender/quotation as required.
 - Administer pre-tender briefings, meetings and closing of tender/quotation as required, in accordance with City policies and regulations.
 - Occasionally lead Consensus meetings during Tender evaluations including reporting, analysis and presentation to evaluation team and senior Level staff to ensure probity issues are managed.
 - Establish and maintain all related correspondence and follow up.
 - Assist in development of recommendation reports for Executive Team, Council Committee and Council approval.
 - Manage award of contract and correspondence with successful and unsuccessful suppliers.
- Ensure all tenders/quotations and contracts issued by the City satisfy statutory requirements and City policies. These include:
 - Ensuring probity, accountability and transparency of the City's tender/quotation procedures including the assessment of tenders, quotations and expression of interest.
 - Undertaking due diligence and coordinating compliance checks of the tender/quotation submissions.
- Assist in conducting financial viability and probity assessments and escalate as and when required.
- Provide and facilitate the use of standard template packs to Business Units involved in sourcing processes including: tendering, EOI, quoting, specification writing, evaluations, contract management and general purchasing.

- Verify data for requests for price increases received from Contractors/Suppliers, ensuring compliance with contractual conditions and clarifying any discrepancies before forwarding to Business Unit for approval. Notify Contractors/Suppliers in writing of the City's decision.

Subsidiary Duties

- Assist with maintenance of the central tender and contract registers.
- Sort and distribute daily incoming and outgoing mail including registration and follow ups in the City's Record Keeping system.
- Attend and participate at WALGA Procurement Forums and meetings as required.

Various aspects of the roles and responsibilities of this position are outlined below:

People

- Maintain an effective and positive working environment, managing conflicts and differences, resolving problems and promptly addressing performance issues.
- Develop and maintain appropriate supplier relationships based on risk and value of expenditure
- Ensure effective stakeholder management internal and external to the City's workforce.
- Conduct training and certification of nominated personnel in e-Tendering system.
- Provide assistance and development to fellow/new Officers in their duties.

Process

- Assist with the development of procurement documentation and processes in line with strategic direction and statutory requirements.
- Provide review and feedback on Policy relevance to processes and suggest change.
- Provide assistance and guidance to the interpretation of Policies and Procedures to the Business units.
- Maintain a standard methodology for evaluation of tenders, ensuring transparency and sound organisational outcomes.

Data

- Update on an ongoing basis the status of the approved City's Annual Forward Procurement Plan.
- Identify and leverage opportunities to continually improve the quality of data on the procurement systems.
- Ensure appropriate record keeping of tender, quote and contracts in accordance with the City's policies and procedures.
- Update the procurement training material in line with Procurement Policy and Management Practice as required.

Technology

- Provide on-going support to end-users to maximise use of procurement IT systems.
- Maintain a good understanding of the various information systems involved in sourcing at the City.
- Participate in the testing of the procurement systems and ensure their administration and compliance as required.

Reporting

- Assist Business Units with establishing measurable Key Performance Indicators for the auditing and monitoring of contracts.
- Assist in the identification, reporting and minimisation of risks involved in the acquisition of goods and/or services, and contract management as per the City's risk management framework.
- Provide relevant, timely and accurate procurement and performance reporting information to all key stakeholders.

Organisation

- Assist in the development and implementation of sourcing capability standards across the City to foster standard procurement practices.
- Assist in Supplier development programme including attending any external and internal meetings.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualifications in an appropriate management discipline, (preferably in Purchasing/Procurement) OR equivalent level of experience within the procurement environment.	Essential
Knowledge, Skills, Experience & Abilities	
Good knowledge of competitive sourcing best practice procedures.	Essential
Sound knowledge of Australian Standards, Local and State Government statutory requirements for tendering and contract formation and administration.	Desirable
Basic knowledge of contract law principles.	Desirable
Working knowledge of Work Health and Safety Act and Regulations and relevant legislation.	Desirable

Basic analytical skills and the capacity to produce informative, useful reports.	Essential
Excellent interpersonal and good communication skills.	Essential
Intermediate skills in a range of Microsoft applications (e.g. Excel, Word and Outlook) and Document Management systems.	Essential
Experience in the area of process improvement within procurement.	Desirable
Basic knowledge of project management principles.	Desirable
Experience in procurement practices including sourcing processes.	Essential
Experience in sourcing document preparation in a compliance driven environment.	Essential
Experience of using electronic Sourcing software.	Essential
Other	
'C' Class Driver's Licence.	Essential
Current National Police Clearance (under 3 months).	Essential

Office use only

Position Creation Date	Date	1 March 2019	Officer	Procurement Coordinator
Last reviewed/Modified	Date	1 July 2025	Officer	Manager Finance