

JOB TITLE Procurement Business Partner	CLASSIFICATION Band 7	REPORTS TO Coordinator Procurement & Contracts
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WHAT WE TRUST YOU TO DELIVER



- » Provide sound advice and support on all matters relating to Council's procurement processes including RFT, RFQ and EOI which will enable the enterprise to make decisions under our value for money principles.
- » Support the development of procurement planning including realistic timelines, briefs and specifications, contracts, KPIs, and other key elements of RFx documentation to enable strong market activity.
- » Overall management and governance of the tender evaluation process including timely and accurate advice, planning and setup, facilitation and scoring, and probity requirements and align with value for money principles.
- » Review and sign off on Procurement Reports to award preferred suppliers, to ensure compliance with Council's Procurement Policy during all phases of the procurement processes.
- » Procurement representation (where directed) at tender evaluation meetings.
- » Proactively engage and work closely with business units to gain visibility of their work pipeline to create a clear and holistic summary for planning purposes.
- » Participate, cooperate and (where directed) lead collaborative procurement activities.
- » Act as an escalation point for the Procurement team with regards to procurement planning through to tender award processes, driving resolution in an efficient, transparent and timely manner.

WHAT YOU'LL NEED TO THRIVE



- » Minimum 3 years' demonstrated experience in procurement and contract management from planning the tendering of projects through to implementation, with the ability to interpret and apply varying policies including Council's Procurement Policy, and legislation to individual contracts.
- » Excellent attention to detail, administrative and organisational skills with demonstrated ability to multi-task, set and operate within tight schedules, problem-solve and thrive in a small team under pressure.
- » Proficiency in managing projects and facilitating positive and effective professional relationships with a diverse range of stakeholders and organisations.
- » Excellent facilitation and negotiations skills to ensure value for money solutions for Stonnington City Council.
- » Be enthusiastic, driven and committed to working with the Procurement team to educate and ensure efficiencies in procurement and contract management.
- » Experience operating with a computer-based Contracts Compliance Management System.
- » Sound knowledge of relevant Local Government Legislation, policies, procedures and guidelines for procurement processes and activities, with the ability to accurately interpret and apply all relevant policies and legislation to individual contracts (highly desirable).

WHAT WE'LL DO TO SUPPORT YOU



- » A safe and welcoming environment where you will be encouraged to innovate and embed new ways of working and interacting with stakeholders.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long-term growth and career development.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE

Project Management	Change	Communication	Good Governance	Achievement
2	2	2	2	2
Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
2	2	2	2	2