



JOB TITLE Procurement Business Support Officer	CLASSIFICATION Band 4	REPORTS TO Procurement Manager
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WHAT WE TRUST YOU TO DELIVER




- » Maintain Council's Contracts Compliance Management System and Contract Register, ensuring records are accurate and kept up-to-date, meeting auditing requirements.
- » Coordinating the flow of information from internal and external stakeholders.
- » Responsible for opening contracts and providing relevant procurement and contracting templates to internal customers and consultants.
- » Uploading, disseminating forum questions and closing processes for quotations and tenders using Council's e-Tendering portal, including advertisement.
- » Assist with the administration of the Rapid Global System.
- » Provide administrative support within the Contracts and Procurement Business Unit including in tender, quotation and contract administration task records are kept up-to-date.
- » Provide support to staff on the Procurement Policy and related procedures and procurement systems.

WHAT YOU'LL NEED TO THRIVE




- » Commitment to providing excellent customer service to all stakeholders and a willingness to work collaboratively across a wide range of projects.
- » Integrity and ability to maintain confidentiality.
- » Ability to provide solutions relating to various day-to-day operations with a proactive approach to problem solving.
- » History of process improvement and initiative.
- » Strong attention to detail providing accurate data entry, record keeping and development of high quality documents.
- » Experience in an administrative role, providing a range of business support activities and tasks. Sound knowledge of procurement processes and activities highly desirable preferable.

WHAT WE'LL DO TO SUPPORT YOU



- » Provide a safe and welcoming environment where you'll be encouraged to innovate and embed new ways of working.
- » 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



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	1	1	1	1	1
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	1	1	1	1	1