



# Position Vacant – Administration Officer - Procurement

For full details and requirements of the role – Please refer to the [Position Description](#)

## BENEFITS AND CONDITIONS

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Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 2 – \$61,043 per annum.
- Optional 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

## HOW TO APPLY

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All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 22-23-062**

For further enquiries regarding this vacancy and associated selection process, please contact Mrs Stacy-Lee Roberts on 07 4620 8888.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Tuesday 14 February 2023**

Matthew Magin  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Administration Officer – Procurement



POSITION DETAILS	
DEPARTMENT:	Finance and Corporate Services
POSITION:	Administration Officer – Procurement
REPORTS TO:	Procurement Coordinator
DIRECT REPORTS:	Nil
PRINCIPAL LOCATION:	St George Depot - 193-199 Grey Street, St George
POSITION PURPOSE:	The <b>Administration Officer – Procurement</b> is responsible for providing assistance to the Finance & Corporate Services Department with reconciliation of purchases, maintaining a register and issuing Balonne Shire portable and attractive items including floating plant and tools in accordance with policies and procedures. The position also provides support to operational teams to ensure coverage of customer service

## POSITION REQUIREMENTS

TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	1. Current C Class open drivers licence	1. Cert III Administration would be advantageous 2. ASIC Security Licence 3. Forklift Licence
SKILLS	2. Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 3. Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 4. Demonstrable high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 5. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with SynergySoft and MAGIQ would be advantageous	
EXPERIENCE	6. Minimum two (2) years' relevant professional experience, in similar positions	4. Experience in a local authority

## IMMUNISATION REQUIREMENTS

The ticked boxes indicate the immunisations required for this role in accordance with the **BAL-1044 Immunisation Procedure**.

<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies

# Position Description – Administration Officer – Procurement



<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:
<b>POSITION KPI's</b>	
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.	
<b>AUTHORITY/DELEGATION</b>	
Works independently under general guidance, guidelines and objectives provided by the Senior Finance Officer. This position has nil delegated purchasing authority in accordance with <i>Council's Delegation Register</i> .	
<b>RESPONSIBILITIES</b>	
<b>INHERENT RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.</li> <li>• Work in a safe manner at all times and report any workplace risks.</li> <li>• To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.</li> <li>• Communicate all health and safety matters to supervisors where applicable.</li> <li>• To be punctual and reliable</li> <li>• To report problems or difficulties encountered</li> <li>• Contribute to the Council with suggestions for improvement</li> <li>• Monitor personal qualifications and licences to ensure currency</li> <li>• All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.</li> <li>• Communicate reliably and regularly, especially when working alone.</li> <li>• Be environmentally responsible by minimising wastage without compromising safety or effectiveness</li> </ul>	
<b>KEY RESPONSIBILITIES</b>	
<p><b>Procurement and Asset Support</b></p> <ul style="list-style-type: none"> <li>• Ensure that Council Policies and manuals are fully understood and adhered to</li> <li>• Ensure that approved purchasing procedures are adhered to</li> <li>• Assist with the preparation of tender and assessment of tender and quotations;</li> <li>• Assist with the administration of Vendor Panel</li> <li>• Prepare orders on receipt of suitably endorsed purchase requisitions</li> <li>• Assist in reconciliation of purchase and fuel card purchases</li> <li>• Check goods received against orders and pass on items to relevant personnel or delivered to depot</li> <li>• Check and attach order details to invoices and match to purchase requisitions</li> <li>• Maintain Floating Plant and Loose Tool Register</li> <li>• Maintain asset register for portable and attractive items</li> <li>• Obtain Material Safety Data Sheets for new products introduced into the workplace</li> <li>• Assist in the maintenance, updating and distribution of Material Safety Data Sheets for existing products</li> <li>• Assist in the organisation and collection of job costing information and perform daily processing of job related paperwork</li> <li>• Perform duties as a registered officer for Aerodrome Security (ATSIC) and participate as part of the Balonne Shire Council Airport Security Team</li> <li>• Maintain vehicle road permits as required</li> <li>• Perform other duties within your capabilities as directed</li> </ul>	

## MANAGEMENT SYSTEMS RESPONSIBILITIES

### Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

### Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

## ADMINISTRATION RESPONSIBILITIES

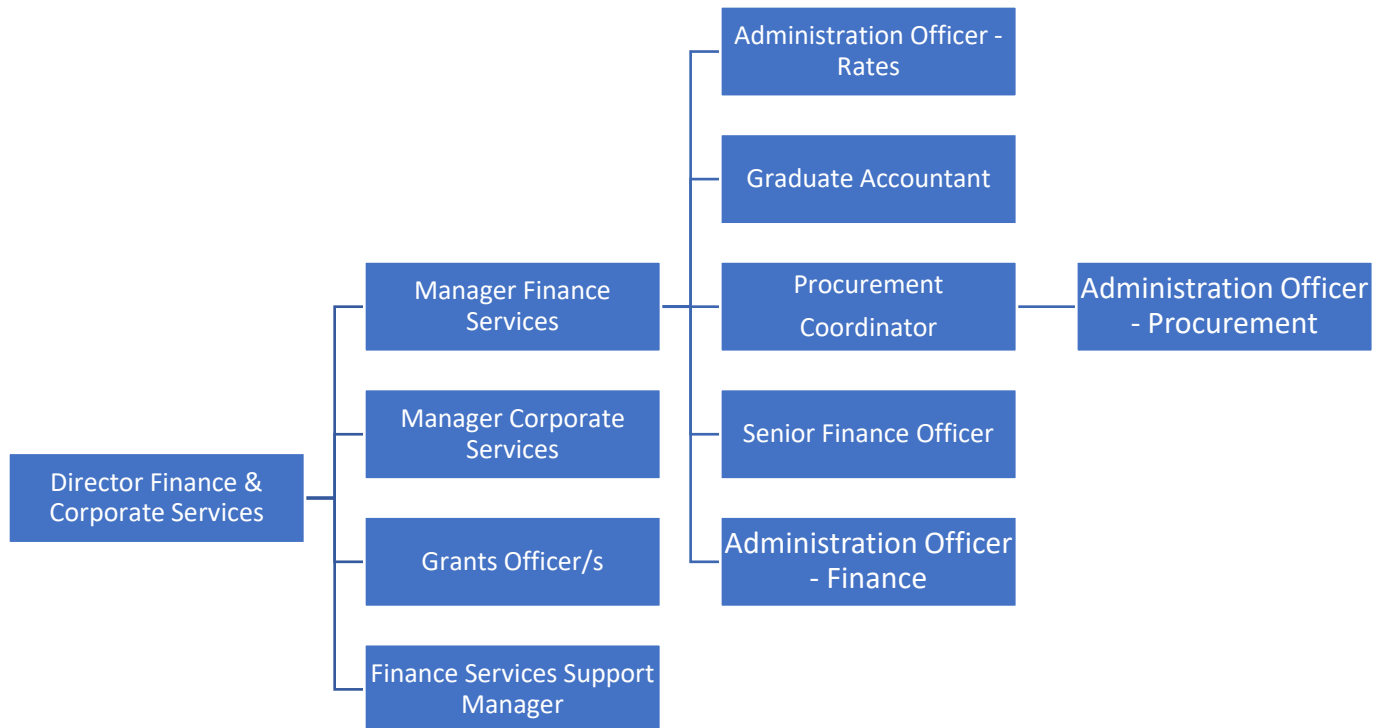
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Provide general administration support duties including relieving other Staff as required, responding promptly to telephone enquiries and conveying messages, and completing correspondence and reports as required
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Procurement Coordinator circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to (advice on correct policies and manuals will be provided but due diligence is also required for the incumbent to ensure full knowledge required to carry out the duties of the role)
- Ensure that approved purchasing procedures are adhered to (provided to incumbent)
- Keep the Procurement Coordinator appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines

# Position Description – Administration Officer – Procurement



## ORGANISATIONAL STRUCTURE

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# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Administration Officer - Procurement	Reference Number: 22-23-062
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced:     /     /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	

# Application for Employment

## Licences, Certificates and Qualifications

C – Car       Other:

## Experience

Have you ever performed in a supervisory role?    Yes    No

*Estimated total length of experience:*

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

*In which industry did you gain the majority of this experience?*

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

## Application Questions

Do you require any special arrangements at an interview?    Yes       No

If yes, please provide details below: \_\_\_\_\_

Do you hold a current Queensland Driver's Licence?    Yes, number: \_\_\_\_\_       No

### What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?    Yes       No       Non-citizen with a valid visa that provides work rights

### Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

## Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

### Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**?  Yes  No

Applicant's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.*