

Position Description

Position Details

Position Title	Procurement Officer
Employment type	Permanent
Pay Band	Band 4
Location	Mildura
Direct Reports	Nil
Reports to	Team Leader Corporate Services
Delegated Authority	G

Organisational Context

Lower Murray Water (LMW) is a large regional organisation servicing diverse communities across the region, stretching from Kerang to the South Australian border. A unique organisation, LMW operates both urban and rural water and sewerage businesses which support domestic and commercial customers from households through to large-scale irrigation operations. As a leader within the region, LMW has established itself as a major contributor to enhancing regional prosperity, directly impacting social, environmental, and economic benefits.

We operate within a dynamic industry with significant challenges requiring an innovative, integrated, and strategic approach and our vision is to provide a healthy, sustainable water future underpinned by our culture of performance excellence and a close partnership with our employees, customers, and communities.

Our Values

LMW's Values have been developed by our people and set the guidelines of how we will behave in the workplace.

Deliver – We strive to deliver the best service to our community and ensure they have secure and reliable water and waste management services.

Grow – We strive to continuously develop, learn, and grow both individually and as an organisation.

Respect – We celebrate uniqueness and provide an inclusive culture for all.

Collaborate – We are a collaborative workplace that provides a supportive, friendly working environment.

Safe Work Done Well – We promote a Safety culture which prioritises physical and mental health and wellbeing.

Position Summary

Supporting the Team Leader Corporate Services through delivery of best practice procurement and the establishment of efficient and effective procurement processes within Lower Murray Water, this role provides guidance for general purchasing as well as supporting high value, high risk and complex procurements, providing advice and assistance with procurement policy, planning, contractor formation and management.

Playing a key role in progressing opportunities for collaborative procurement participation and the delivery of social procurement outcomes. The freedom to act is subject to close supervision by the Team Leader Corporate Services and procurement guidelines set by the Victorian Government Purchasing Board. The effect of decisions and actions taken are always subject to review by the Team Leader Corporate Services or appeal by other senior staff within the organisation.

Judgement and decision making will be consistent and in line with established policies, procedures and guidelines (internal and external). Discretion to utilise professional knowledge and previous experience to determine the most appropriate methodology to achieve set outcomes. Problem solving will be required but will be within the agreed boundaries established by the Team Leader Corporate Services.

Ability to understand Lower Murray Water's strategies and policies, and how actions undertaken by the incumbent contributes to the delivery of same.

Requires an excellent understanding of procurement functions and be capable of providing guidance and training to staff on principles associated with probity in procurement, competitive tendering, project management procurement and contract management processes and procedures.

Demonstrable skills in time management, planning and organisation of own work to achieve specific objectives within defined timeframes and using available resources.

Key Responsibilities

The Procurement Officer is responsible for:

1. Promoting the development of procurement as a professional, strategic, value-adding function enabling delivery of business objectives and optimise procurement quality, productivity and performance outcomes.
2. Proactively engage with staff to support the effective and consistent application of adopted procurement processes within the organisation.
3. Provide technical advice and support to staff involved in complex procurement projects, including high value/high risk procurements.
4. Liaise with current and prospective tenderers, contractors and suppliers as required.
5. Demonstrate and comply with the General Environmental Duty (GED) in accordance with Part 3.2 of the Environment Protection Act 2017 (Act) by integrating risk management into normal business practice.
6. Undertake a regular, at least biennial, review of Lower Murray Water's Procurement Policy, Procurement Procedure and Contract Management Manual and ensure compliance with legislation, the Independent Broad-Based Anti-Corruption Commission (IBAC), Ombudsman Victoria and the Victorian Government best practice guidelines, frameworks and legislative requirements.
7. Review, update and maintain controlled documents for all procurement and contract management activities, including all RFx, Expression of Interest (EOI), Agreements, Contracts, Briefs, Purchase Order Agreements, Contract Management, Forms and other supporting documentation.
8. Develop procurement and contract management processes to ensure all policies, procedures, systems and legislative requirements within relevant areas of responsibility are adhered to and consistently applied.

9. Monitor compliance, including internal spot check audits, with procurement and contract management systems, policies, procedures and guidelines.
10. Ensure the probity principles of procurement are adhered to and communicated to all staff through the induction process and staff meetings.
11. Measure all documentation created and developed against best practice documents developed by the Department of Treasury and Finance, the Victorian Government Purchasing Board and other Water Sector Authorities.
12. Assist with the implementation of system improvements identified through consultation with the Senior Management Team and the Corporate Services Department to enhance the integrity of the procurement and contract management process.
13. Monitor aggregate payments to individual contractors in conjunction with the Financial Planning and Performance Department and ensure tendering limit compliance.
14. Update and maintain the contracts registers of Lower Murray Water (including Tender, EOI, SPC, Exemptions and RFQ registers).
15. Administer Lower Murray Water's e-Procurement portal, tender openings, evaluations and the preparation of evaluation panel reports.
16. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.
17. Prepare, complete and submit accurate procurement reporting for both internal and external stakeholders within set timeframes.
18. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.

Key Behaviours

Professionalism: Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.

Integrity and honesty: Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace

Collaboration and cooperation: Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.

Inclusivity and diversity: Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.

Coaching others: assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals

Skills and Experience

- Relevant tertiary qualification and/or relevant experience in contract administration and/or preparation, contract management, procurement
- Team player, who is proactive and self-directed, assumes accountability and responsibility for own performance and output.
- Proactive approach to developing and maintaining key relationships, and ability to gain cooperation with internal and external stakeholders.
- High level of written and verbal communication skills, including previous experience in the development of contract documentation.
- Experience in developing and implementing governance documentation and administrative systems relevant to contract management and procurement.

- Demonstrated practical and operational understanding of core office software applications and other digital technology as required for the role.
- Skills in managing time and organising work to established objectives and defined deadlines.
- Demonstrated ability to assist with documentation review, auditing and compliance activities.
- Ability to work unsupervised and to use initiative.

Compliance Requirements

Driver's License

Criminal background check

Confirmation of fitness for work

Signatures: We certify that the content of this position description is accurate:

Position Holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: