

Position Description

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

Position Summary

The Procurement Officer supports the Team Leader Corporate Services in delivering best-practice procurement and establishing efficient, compliant procurement processes across Lower Murray Water. The role provides guidance and support for general purchasing activities as well as high-value, high-risk, and complex procurements, including procurement planning, policy implementation, contract development, and contract management.

The position plays a key role in promoting collaborative procurement opportunities and achieving social procurement outcomes while ensuring compliance with Victorian Government Purchasing Board requirements and organisational policies. The Procurement Officer provides expert advice, training, and support to staff on procurement probity, competitive tendering, contract management, and procurement governance.

Working within established policies and delegated authority, the role requires sound judgement, strong problem-solving skills, and the ability to apply professional procurement knowledge to achieve organisational objectives. Success in the position relies on a strong understanding of procurement practices, effective stakeholder engagement, and the ability to manage competing priorities and deliver outcomes within defined timeframes.

Key Responsibilities

The Procurement Officer is responsible for:

- Complying with all applicable occupational and safety (OHS) laws, regulations and policies, as well as environmental protection laws and policies.
- Providing expert procurement advice and support to staff, particularly for complex, high-value, and high-risk procurement activities.
- Developing and maintaining effective working relationships with internal and external stakeholders, including government agencies, consultants, contractors, and service providers.



Vision:

A thriving future where water sustains people, nourishes land and enables prosperity



Purpose:

To realise the full value of water for healthy people and productive landscapes

Our Values:



Deliver



Grow



Respect



Collaborate



Safe Work Done Well

- Identifying and implementing continuous improvement initiatives to strengthen procurement systems, processes, and contract management practices.
- Developing, reviewing, and maintaining procurement and contract management documentation, templates, registers, and controlled documents to ensure compliance with legislation, Victorian Government requirements, probity standards, and best practice guidelines.
- Ensuring the consistent application of procurement and contract management policies, procedures, systems, and legislative requirements across the organisation to uphold procurement probity, governance, transparency, and ethical practices through staff training, inductions, and ongoing communication.
- Monitoring procurement and contract management compliance through audits and preparing accurate reports to ensure adherence to legislative and organisational requirements.
- Prepare accurate procurement reports and ensure compliance with organisational obligations, occupational health and safety and environmental requirements.
- Administering e-procurement systems, tender processes, supplier engagement, evaluations, and contract registers.

Skills and Experience

- Relevant tertiary qualifications and/or proven experience in procurement, contract preparation, contract administration, and contract management.
- Strong understanding of probity, procurement governance, risk management and compliance principles relevant to public sector procurement.
- Excellent written and verbal communication skills, including experience preparing and reviewing contract and procurement documentation.
- Ability to develop, implement, and maintain procurement policies, governance documentation, and administrative systems.
- Strong stakeholder engagement skills with the ability to build productive relationships and gain cooperation from internal and external parties.
- Demonstrated ability to work independently, use initiative, and solve problems within established guidelines.
- Strong organisational, planning, and time management skills, with the ability to manage competing priorities and meet deadlines.
- Experience supporting auditing, compliance monitoring, and documentation review activities.
- Proficiency in Microsoft Office and other digital systems used to support procurement and contract management functions.



Compliance Requirements

- Driver licence
- Criminal background check
- Confirmation of fitness for work

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.

Signatures:

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

Position Holder:

Signature:

Date:

General Manager:

Signature:

Date:

Managing Director:

Signature:

Date:

