

POSITION DESCRIPTION

TITLE OF POSITION:	Records and Procurement Officer
POSITION STATUS:	Full Time
DEPARTMENT:	Corporate Services
LOCATION:	Jundah
AWARD:	Queensland Local Government Industry Award (Stream A) – State 2017
LEVEL:	Level 2

ORGANISATIONAL ENVIRONMENT

Barcoo Shire - The Heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60,901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 265 and its administration centre is Jundah.

Barcoo Shire Council administers local government, makes and enforces local laws and adopts and implements policy. Council's vision is to develop a proactive community with a diverse and sustainable economy based on the natural resources and values of the Channel Country.

Council's mission is to provide a better quality of life for the people of its Shire by.

- Committing to the objectives in its Corporate Plan;
- Empowering its communities;
- Creating and taking advantage of opportunities; and
- Being a leader and innovator in local government and its region.

POSITION OBJECTIVES

The Administration Officer - Records and Procurement provides professional and confidential administrative support to the organisation that enables Barcoo Shire Council to accurately and efficiently care for the information history of Council, in accordance with State legislation, and Council Policies.

In addition to this the position is responsible for ensuring that the goods and services are procured throughout the organisation according to legislative requirements, specified quantity, quality and cost requirements, and delivered within given timeframes.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Responsible To: Manager Corporate Services

Supervises: Not Applicable

DELEGATION

The Financial Delegation of this position is as per the Delegations Register.

EXTENT OF AUTHORITY

This position operates under general direction, providing expertise/ advice in their work area and exercises a degree of autonomy to make decisions.

PERFORMANCE ASSESSMENT

- This position is subject to an annual Performance Review in accordance with Council's Performance Management System; and
- Individual performance in this position will be assessed against achievement of the Duties and Responsibilities outlined in Duties Statement.

POSITION REQUIREMENTS

Knowledge

- Developing knowledge of Local Government operations;
- Knowledge of work practices, statutory requirements, regulations and policies of the relevant work area;
- Knowledge of meeting ethics, structure and procedures;
- Knowledge of Document and Record management function;
- A thorough understanding of how to maintain a safe working environment;
- Comprehensive knowledge of records management principles and practices according to relevant policies, legislation and standards relevant to local government;
- Comprehensive knowledge of Queensland State Archives Record Keeping regulations and standards, including retention and disposal rulings;
- Comprehensive knowledge and understanding of Right to Information and Information Privacy legislation and regulations; and
- Advanced understanding of procedures and systems related to purchasing and procurement.

Skills & Ability

- High standard of administrative and organisational skills including time management skills, working within deadline, setting priorities and conflict resolution;
- High degree of judgement, initiative and confidentiality;
- Excellent communication skills both written and oral, with the ability to deal with all levels of the organisation and members of the public;
- Strong computer skills including Electronic Document and Records Management systems and MS Office Suite;
- Ability to work within a team environment;
- Ability to direct and organise work teams;
- Ability to follow direction and complete tasks within given timeframes;
- High level of skills in the use and understanding of Information Technology, computers and related Council software applications (e.g. MagiQ Documents and Practical);
- High level of skills in the use of Microsoft suite, in particular Word, Excel and Outlook;
- High level customer service skills, both for internal and external customers; and
- Demonstrated ability to provide training and development to staff with the ability to provide on the job training and guidance.

Experience/Qualifications

- Qualifications in a relevant administrative discipline preferred;
- Demonstrated experience in record and system management, development and administration;
- Current 'C' Class Drivers Licence;
- Experience of using MagiQ Documents software;
- Previous Local Government Record Management Experience desirable;
- Experience in procurement in a large organisation;
- Knowledge of Council's Procurement policy, or the ability to acquire the knowledge; and
- Sound knowledge of procurement procedures and processes.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position;
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government and Regulations Act 2012; and
- Maintain confidentiality of all Council information obtain during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer;
- Council currently operates under a Certified Agreement;
- All Employees within Council are subject to an initial six-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

DUTIES STATEMENT - RECORDS

The Administration Officer – Records provides administrative support to the organisation that enables Barcoo Shire Council to accurately and efficiently deliver a high professional standard of Executive Services including:

- Ensure that the currency of all documentation and registers, relevant to the work area and required by legislation, is maintained;
- Co-ordinate effectively with team members to achieve Council objectives;
- Undertake research of various projects as required;
- Administer Council's records and document management function and assisting relevant staff with record system requirements;
- Document registering, filing and retrieval;
- Provide assistance, as required, for customer service requests, complaints and general enquiries through effective questioning to ensure customer satisfaction;

- Assist in ensuring Councils website is maintained and updated as required;
- Assist Corporate Services in developing corporate standards with regards to templates, emails, letters and forms;
- Undertake other relevant duties as directed, consistent with skills, competence and training;
- Responsible for recommending, implementing and maintaining Council's records management system;
- Register all inwards and outwards correspondence (e.g. mail, email and over the counter), reports and other administrative reports in accordance with the relevant policies and procedures, legislation and standards;
- Identify organisational functions and activities for which records must be kept, from analysis of business and context documentation;
- Provide advice in the workplace in relation to retention and disposal of documents and record management best practices;
- Preparation, maintenance and implementation of relevant record archival and destruction schedules;
- Receive and process Right to Information and Information Privacy applications, in accordance with relevant legislation/regulation requirements;
- Determine security and access requirements for Council's records system content;
- Develop business rules and procedures to support record management operations;
- Develop and deliver training on the operation of Council's records management system, MagiQ Documents;
- Development and maintenance of a compliant Complaints Management system; and
- Other such relevant duties as required which would generally fall within the scope of this position as directed by the Manager Corporate Services.

DUTIES STATEMENT – PROCUREMENT

- Develop and/or assess procurement needs, aligned to legislative requirements, council policies, operational plan and appropriate justification of estimated procurement expenditure;
- Reviewing and providing guidance on complex open tender procurements, including the development and review of tender documentation, evaluation processes and probity planning including conflict of interest;
- Identify and apply relevant legislative policy and probity requirements to proposed procurement activity;
- Identify, seek and manage technical procurement expertise required to effectively conduct procurement processes, including the establishment of tender evaluation panel or working group;
- Document detailed procurement plans and sub-plans for the various activities that will be conducted throughout the procurement process, including evaluation and reporting requirements;
- Maintain an in-depth understanding of the Procurement Policy Framework and related policies, procedures, guidelines and templates and periodically review and update these;
- Deliver procurement policy and systems training for department staff, and information sessions to stakeholders when needed.
- Implement procurement processes that achieve a value for money outcome, including consideration of whole-of-life costs and benefits;
- Support business areas with significant purchases by assisting with the end to end procurement process (e.g. market research and analysis, planning, sourcing, evaluating, awarding and execution) in partnership with Council business areas;
- Determine appropriate procurement options and procurement methods, considering business needs and council policy requirements;
- Liaise with Council staff to develop effective scopes of work to ensure accurate and timely receipt of quotations;
- Issue, manage and receive quotations and tenders via online tools, including the use of evaluation tools and software to ensure probity; and
- Ensure appropriate confidentiality of Council information in order to protect Council's and the supplier's commercial interests and ensure the ethical treatment of purchasing procedures and data.

PHYSICAL REQUIREMENTS

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION			
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs			

SPECIFIC ACTIONS REQUIRED This job may include:						AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
Standing/Walking		Sitting		Driving					
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs			Simple Grasping	<input type="checkbox"/>

WORK HEALTH AND SAFETY

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures
- To participate in programs designed to monitor and protect the health and safety of staff in their workplace
- To report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties - damage to Council equipment or property

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name..... Date.....

CEO Signature.....

CEO Name..... Date.....