



POSITION DESCRIPTION

Position Title	Finance and Procurement Officer
Directorate	Office of the CEO
Award/Agreement	TOC Enterprise Agreement 2021 (and any subsequent agreement)
Classification of Position	Level 8
Directly reports to	Nil
Positions under Direct Supervision	Manager Finance

ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

To provide quality and timely procurement advice and services that ensures organisational compliance and enables the planning, measurement and control of Town of Claremont's operations to optimise the return to ratepayers.

Objective 1: Procurement Services

- Provide stakeholders with support and guidance throughout the tender/quotation process.
- Review, periodically update and improve templates for use in the tender/quotation process.
- Maintain, manage and review the Town's Tender and Request for Quotation Register/s.
- Implement and manage end of contract supplier performance appraisals.
- Assist with completion of the Compliance Audit Return.
- Review/monitor purchase orders for correct procurement processes.
- Perform end of month tasks including purchase order breach reporting and outstanding purchase order reporting/monitoring
- Provide education, guidance and support to staff and business units to help identify and reduce risks associated with purchasing, procurement, contract management and internal controls across the Town.
- Provide guidance and advice in respect to tender and quotation assessment panels, including declaration of interest obligations and best practice methodologies.
- Keep informed of current applicable trends and initiatives and ensure involvement in continuing professional development.
- Provide support to the Finance Officers (Rates, Creditors & Revenue), when required.
- Carry out other duties as requested by the Manager Finance and Director Infrastructure and Financial Management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 2: Purchasing Procedures & Procurement Policy

- Maintain work procedures that provide greater guidance to officers responsible for procurement of goods and services, including contract management.
- Review and provide advice to the Manager Finance in respect to Procurement and Purchasing Policies.
- Support the development, review, and implementation of the Procurement Policies in collaboration with Manager Finance.

Objective 3: Organisational Training and Customer Service

- Perform procurement inductions for new staff.
- Provide refresher procurement training for all staff.
- Identify and recommend officer re-training requirements.
- Foster, advocate and implement the Town's Customer Experience Charter.
- Provide excellent internal customer service.

Objective 4: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 5: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town of Claremont Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using the Town's process improvement software.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- Appropriate tertiary qualifications or demonstrated expertise and experience in procurement, finance or governance and compliance related functions in a local government context.
- Working knowledge of the Local Government Act 1995 and associated Regulations.
- A demonstrated high degree of integrity and understanding of confidentiality.
- Well-developed time management and organisational skills. Ability to prioritise workloads.
- Well-developed verbal, written (including report writing), and interpersonal skills
- Ability to effectively manage time and willingness to work as an integral part of a small, efficient team

Desirable

- Local Government experience in a related role
- Demonstrable knowledge of the tender process in Local Government
- Working knowledge of Microsoft Dynamics NAV
- Knowledge of Pro Mapp and process mapping
- Strong skills and expertise with Microsoft Office suite

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License

and Passport or Birth Certificate).

- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

SIGNATURES

Approved	CEO			Date:	
Employee Name:		Signature:		Date:	