

Take the plunge.

A person in a wetsuit is captured mid-air, jumping from a rocky cliff into the ocean. The scene is set against a clear blue sky and the ocean below. The overall image has a blue and green color palette.

A step forward in your career,
just a step from the coast.

Procurement, Fleet & Facilities Coordinator

Full time position (2 year contract)

Position Description



WESTERNPORT
WATER.

Hours
that
work
for
you.



TITLE

Procurement, Fleet & Facilities Coordinator

BAND

5 (\$66,844 - \$85,166)

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Strategy, Performance & Governance

DIVISION

Corporate & People

REPORTS TO

Manager Strategy, Performance & Governance

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Procurement, Fleet & Facilities Coordinator supports the organisation in meeting its regulatory requirements and strategic goals through the coordinated delivery of procurement management, support and sustainable management of Corporation owned fleet and facilities.

KEY RESPONSIBILITY AREAS

- Act as the main contact and subject matter expert on all Procurement, Fleet Management and Facilities Management matters
- Manage, review and implement the Procurement Management and Contract/ Vendor Management Framework and related policies and procedures for the Corporation
- Assist with procurement activity including RFT, RFQ, EOI and purchase order development in accordance with adopted procurement framework prior to any public release of such documents
- Monitor compliance with the procurement framework
- Advise on supply chain strategy including preferred supplier networks
- Provide advice where possible on consolidated procurement decisions to find savings
- Coordinate replacement, repairs and maintenance to fleet and facility assets in accordance with approved asset maintenance plans
- Assist with budget preparation relevant to fleet and facilities and vehicle replacement schedule in consultation with Executive Team
- Manage utilisation of and access to fleet and facilities (Newhaven) including the Corporation Security System
- Formulate Board and Executive reports as required
- Property management of Corporation owned (leased) properties
- Manage, review and provide advice on policy and procedures including education of staff
- Lead projects related to facilities, fleet or procurement processes
- Liaise with customers and suppliers directly and build relationships
- Other duties as directed within the skills and abilities of a position at this level.

REQUIREMENTS OF THE POSITION

Key selection criteria

Working knowledge of Purchasing, Procurement, Fleet Management and Facility Management matters

Tertiary qualification in Business, Law, Applied Risk, Governance Administration or related field

The ability to provide specialised procurement, fleet and facility management advice and direction to the organisation.

Excellent communication skills and demonstrated high level ability to work collaboratively as part of a team to achieve team goals and targets. The ability to prepare complex written reports, strategies, policy and procedures

Demonstrated experience in establishing and maintaining relationships with key internal customers

Experience in the coordination of activities to ensure all regulatory Victorian Government Procurement requirements are met.

Qualifications and Experience

Tertiary qualifications in a relevant field (Business, Procurement, Contract Management).

Experience within a government setting is desirable but not essential

Experience in a role encompassing Procurement Management, Contract Management, Fleet Management, Facilities Management or lesser qualification with extensive and relevant experience.

Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures

In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees

Employees in this band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational challenges.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy

In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation

In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed

All positions in this band would have an input into policy development within their area of expertise and/or management.

Judgement and decision making

These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist knowledge and skills

These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities

Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates

Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.



Westernport Water

2 Boys Home Road,
Newhaven 3925
1300 720 711
westernportwater.com.au



WESTERNPORT
WATER.