

Senior Purchasing Compliance Officer

POSITION DESCRIPTION



Position Number:	1027
Department:	Organisational Services
Section:	Corporate and Technology Services
Unit:	Procurement and Logistics
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Coordinator Procurement and Logistics
Revised:	March 2026

General Position Statement

This position is a key member of the Procurement & Logistics Unit and supports Council's direction by coordinating the purchasing compliance functions that contribute to improved performance and productivity through effective procurement processes. This position is also responsible for developing and implementing standard purchasing processes in a professional, efficient and confidential manner, ensuring the development of good working relationships with staff, suppliers and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Oversee and monitor the end-to-end Procure to Pay process of Council, ensuring efficient and compliant operations.
- Deliver a customer focused procurement service, providing specialised advice and support to Council Officers and external customers on procurement matters.
- Develop, document, implement and maintain purchasing policies, procedures and guidelines to deliver an effective and efficient purchasing function.
- Lead the identification and implementation of effective controls to manage purchasing compliance risks and provide assurance to management.
- Establish and maintain operational practices for consistent monitoring of Council's purchasing function to identify, investigate and report non-compliance with Council's Purchasing Policy.
- Analyse procurement activity across the organisation to identify trends, emerging issues and opportunities for continuous improvement e.g. requirement for a new Standing Offer Arrangement.
- Develop and maintain Preferred Supplier and Standing Offer Arrangements (or similar arrangements) in accordance with Council's Purchasing Policy and the Local Government Act.
- Prepare and present periodic and complex procurement reports to senior management as required.

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- Mentor and provide guidance to the Procurement & Logistics team members to support service delivery standards and foster professional development within the team.
- Review and provide advice on Council Reports to ensure compliance with the Local Government Act.
- Develop, maintain and deliver procurement training and communication initiatives, including a bi-monthly procurement bulletin, to educate and promote purchasing compliance across the Organisation.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Extensive knowledge pertaining to relevant legislation, Council policies, procedures and procurement best practices.
- Proven ability to build and maintain networks and relationships, and to liaise, consult and negotiate a wide range of procurement, purchasing and tendering issues with internal and external customers.
- Detailed knowledge of audit principles in relation to procurement processes.
- Highly developed communication (oral and written) and interpersonal skills relevant to the position, with an emphasis on maintaining guidelines and standard documentation.
- Excellent time management, planning and organisational skills, with strong capacity to plan workload, achieve set goals and meet deadlines.
- Proven capacity to work autonomously and make informed decisions using sound judgement.
- Demonstrated high level proficiency in comprehensive report writing and demonstrated ability to produce logical, plain-English, and professional written communication.
- Ability to effectively operate Council's computer systems and technology including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite, mobile devices and tablets.

Qualifications

- Tertiary qualifications and/or a disciplined knowledge and experience in a purchasing environment (or similar).

Desirable Qualifications

- Cert IV in Training and Assessment

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Additional Requirements

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- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to work with screen based equipment over long periods with prescribed rest breaks.

Delegations and Authorisations

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	Marie Grund
Signature:	
Date:	