



Procurement Officer

Position Description

Position Number:	9026
Directorate:	Financial Services
Team:	Stores and Procurement
Position Status:	Full Time
Classification:	QLGIA (Stream A)
Current Level:	Level 4
Reports to:	Senior Procurement Officer
Accountable for:	Nil
Located:	Longreach
Revised:	July 2025

Our Vision

Connecting Council and Community.

Our Mission

Delivering excellent service.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

To support the procurement function by assisting in the sourcing, purchasing, and contract administration of goods and services in accordance with Council policies, procedures, and relevant legislation. The role contributes to achieving value for money, compliance, and operational efficiency across Council. This role also assists with inventory management.

Position Responsibilities:

Functional Area	Key Accountabilities
Procurement Process Support	<ul style="list-style-type: none"> Assist with preparing, issuing, and releasing Requests for Quotation (RFQs), Tenders, and Expressions of Interest (EOIs) in line with Council policy and legislative requirements. Provide accurate and timely advice to internal stakeholders on procurement procedures, within defined guidelines and delegated responsibilities. Ensure procurement activities are compliant with the Local Government Act 2009 (Qld), Local Government Regulation 2012, and Council's Procurement Policy, seeking guidance where necessary.
Contract and Supplier Oversight	<ul style="list-style-type: none"> Maintain and update contract and procurement registers, ensuring accuracy and accessibility of information in Council systems (e.g. Magiq, Synergy, VendorPanel). Apply problem-solving skills using established templates, precedents, or procurement guidelines, with support available for complex issues.
Technical and Administrative support	<ul style="list-style-type: none"> Provide professional and technical procurement support to internal clients, offering guidance within approved procurement thresholds and policy frameworks. Support continuous improvement of procurement practices by identifying process enhancements and suggesting practical solutions to the Senior Procurement Officer or relevant supervisor. Perform data entry, reporting, and document management with a focus on maintaining audit-ready records.
Inventory and Stores Support	<ul style="list-style-type: none"> Assist in stock management processes, including receipting, issuing, and reconciling inventory in accordance with documented procedures. Liaise with suppliers to confirm order details, availability, and delivery within defined purchasing limits.

Key Relationships

Internal		
Accountable to:	Senior Procurement Officer	The Procurement Officer has a strong working relationship with the Senior Procurement Officer, responding promptly to requests and providing timely support.
Works with	Stores Officer and internal Stakeholders	The Procurement officer has a strong working relationship with the Stores Officer and internal stakeholders and is responsive to their requirements whilst collaborating and assisting in the coordination of effective procurement practices.
External		

Works with	Government Agencies Business Associates	The Procurement Officer will develop strong working relationships with external providers, supporting productive engagements and positive outcomes for procurement matters.
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Position Requirements

Personal Attributes

- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships with internal and external stakeholders.
- Able to work under general direction, within a team environment.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Able to maintain strict confidentiality and discretion.
- Excellent time management, organisation, and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

Skills

- Able to demonstrate a commitment to Council's core values through personal action.
 - Good communication skills with the ability to present ideas and advice at all levels of Council.
 - Able to gain respect and create good working relationships across all levels of Council.
 - Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Able to demonstrate efficiency in Microsoft Office suite

Knowledge

- Understanding of procurement and inventory management principles and practices, or the ability to learn.

Essential Experience/Qualifications

- Microsoft Office Suite - Word and Spreadsheet abilities.
- Current "C" Class Drivers Licence.

Desirable Experience/Qualifications

- Knowledge of Queensland local government procurement legislation.
- Previous experience in a procurement or administrative role.
- Progress toward or completion of a relevant qualification.
- Completion of or ability to complete Procurement Fundamentals training
- Experience in procurement programs - VendorPanel, Q tender or other procurement portals
- High Risk work licence- Fork Lift Licence or the ability to obtain

Delegations and Authorisations

A financial delegation of \$199 000.00 is assigned to this position. Please refer to Councils Procurement Management Directive for details of Council's guidelines as per Local Government Act and Regulation.

Extent of Authority

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines or instructions. Assistance is available when required

Inherent Requirements

These are the essential requirements of this position:

- High level of attention to detail to ensure accuracy in documentation, data entry, and compliance with procurement legislation.
- Strong commitment to integrity, confidentiality, and ethical conduct in procurement practices.

Vision and Hearing Requirements

This position requires a vision test

This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 - 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team Based Work - works in a team of people and not exposed to isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating With Others - Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating With Others - Written	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating - high levels of concentration required while completing required tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision Making - required to exercise sound decision making while completing all aspects of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem Solving - requirement to develop sound solutions to novel or unusual problems arising during the course of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and Long-term Memory Recall - ready access to documented procedures or precedents to perform requirements of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interruptions - frequency of interruptions to daily work plans and requirement to change work plans at short notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Requirements

- This position does not require more than 10-15% manual handling/physical exertion
- A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 - 66%	Constant > 66%
Mobility/Posture				
Sitting - stay in seated position (including driving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing - standing in an upright position, moving less than 3 steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking - In an upright position, moving more than 3 steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling - Move on the hands & knees or by dragging the body close to the ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling - To lower the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending - To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching - Extending arms out in any direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/Trunk Rotation - Rotating the body to one side or the other without moving the feet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation/Pinch Grip - Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power/Open Hand Grip - Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Writing/Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Level Work – Performing manual handling actions at or near ground level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 - 10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 -15kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 -20kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC– SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to willfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to willfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC–SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;

9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centers, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position 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:	David Wilson, Chief Financial Officer
Signature:	
Date:	
Present Incumbent:	Nil
Signature:	
Date:	