

# Position Description



**GREAT OCEAN ROAD**  
COAST & PARKS AUTHORITY

<b>Position title:</b>	Procurement Coordinator
<b>Classification:</b>	Level 7
<b>Status:</b>	Full-time, ongoing
<b>Location:</b>	Torquay, Victoria
<b>Approved:</b>	Director Corporate Services & CFO – September 2024

## About the Great Ocean Road Coast and Parks Authority

The Great Ocean Road Coast and Parks Authority (the Authority) was established on 1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria's Great Ocean Road.

In partnership with Traditional Owners, our role is to manage, protect, rehabilitate and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.

As a public land manager for the Great Ocean Road coast and parks, we manage a wide variety of public land from National Parks to coastal beaches to town foreshores. We also lead visitation policy and planning for the scenic landscapes along the Great Ocean Road to manage visitation 'hot spots' and provide a great visitor experience.

All revenue raised through our commercial endeavours is reinvested back into the coast to ensure the Great Ocean Road region can be enjoyed now and for generations to come.

## About the Corporate Services Team

The Corporate Services team provides management, advice and service to the whole organisation in the areas of Human Resource, Finance, Procurement, Information & Communication Technology (ICT) systems, Information Management, Asset, Risk, Compliance and Governance.

## Purpose of the position

Operating under the direction of the Director of Corporate Services and CFO and in accordance with The Authority's plans, policies and relevant legislation this position is responsible for the operations of the

procurement and contracting activities of the organisation. Additionally, the Procurement Coordinator's role is to ensure agile, prompt, innovative and reliable service provision to the whole of the Authority including assistance with the development and maintenance of purchasing arrangements that satisfy the diverse range of goods and services required by The Authority.

This position will have authority and freedom to act within relevant regulations, policies and guidelines. This position will often make decisions by choosing the appropriate process or direction, with more complex problems being referred to the Finance Manager.

### **Primary responsibilities**

Within their areas of responsibility, listed below, the Procurement Coordinator is required to:

- Develop and co-ordinate a consistent, centralised contract and procurement policy and procedures
- Ensure and report on compliance with the Financial Management Act and other relevant regulations
- Establish and maintain key supplier agreements, while seeking ways to improve efficiencies and ensure purchasing compliance
- Make decisions that may set precedents for peers.
- Develop an innovative approach to problem solving with a process improvement focus.
- Demonstrate a mature approach, discretion and sound judgement ensuring trust and the appropriate confidentiality is always maintained.
- Exercise team leadership where appropriate to the role.
- Negotiate with stakeholders and peers with the objective of gaining co-operation and meeting timelines for delivery of projects, service or advice.
- Manage consultation processes including engagement with key stakeholders.
- Develop, maintain and review contract procurement systems
- Establish, monitor and maintain effective vendor databases
- Implement and maintain processes to ensure audit compliance within the procurement function
- Provide specialist advice and assistance to the organisation in best practice and compliance with relevant regulations and policy
- Co-ordinate the tender process, including document preparation, advertising, and evaluation ensuring all contract and legislative requirements are met during the entire process
- Answer public enquiries on tenders and tendering processes including advising successful and unsuccessful tenderers
- Provide training, recommendations and support to develop the level of knowledge of procurement functions across the Authority
- Implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development and facilitation of cultural change.

Undertake other duties as lawfully directed by the Manager.

### **Key selection criteria**

#### **Qualifications and experience:**

- Relevant qualifications in Procurement, Supply Chain, Logistics, Contracts Management, Purchasing and Materials Management or related field.
- 5+ years' experience in a similar position.
- Experience in government procurement processes, regulations and guidelines.

#### **Knowledge and skills:**

- Knowledge and understanding of relevant regulations.
- Excellent written, verbal communication and presentation skills.
- Demonstrated skill and experience in developing and maintaining organisational procurement and purchasing processes within a public-sector environment.
- Demonstrated budgeting and financial management skills.
- Ability to provide training to staff in procurement requirements and associated matters.
- High level computer literacy in the use of the Microsoft Office suite.
- Demonstrated experience and knowledge of Government procurement practices.
- Excellent customer service approach with the ability to form and maintain strong professional relationships.
- Excellent organisational and time management skills with the ability to manage competing priorities.

### **Terms and conditions of employment**

Appointment to this position is subject to the successful applicant being able to:

- Provide a National Police Check Certificate
- Obtain a Working with Children Certificate
- Evidence of Australian Work Rights
- Hold a current Australian Driver's Licence.

### **Organisational relationships**

Reports to: Finance Manager

Direct reports: Procurement Officer

Internal liaisons: All Great Ocean Road Coast and Parks Authority departments

External liaisons: Community, agencies and government stakeholders.