



Position Description

Position title:	Procurement Officer
Entity:	Austroads
Group:	Corporate Services
Job Type:	Part – time (0.6 FTE)
Location:	Austroads Sydney/Melbourne Offices
Reports To:	Legal and Commercial Manager
Responsible GM:	CFO & General Manager Corporate Services
Direct reports:	N/A

Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA).

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

The Role

Team Purpose

The Corporate Services team oversee the management of finance & procurement, human resources, quality, office management and legal & governance to ensure organisational stability and growth.

The primary purpose of the Corporate Services team is to serve as the backbone of Austroads providing efficient and effective support to enable Austroads to provide authoritative, high-quality, practical and impartial advice, information, tools and services to members and the transport community.

Position Purpose

The Procurement Officer assists stakeholders to plan, develop, source and manage procurement arrangements ensuring effective administration of all procurement processes and compliance with all procurement policies, processes and procedures.

Major Responsibilities/ Accountabilities

The Procurement Officer will:

- Support Austroads team members in managing the end-to-end procurement process.
- Conduct procurement activities in accordance with established policies and procedures to meet business needs and deliver value for money procurement outcomes.
- Assist with the preparation and/or review of tender, and purchasing documents related to any procurement activities carried out by Austroads.
- Coordinate tender openings, the issue of tender documents and tender evaluations, ensuring the security of all tender documents and evaluation documents.
- Coordinate the organisation, retention and reporting of procurement records, including but not limited the compiling of statistics and reports and the updating and maintenance of procurement records.
- Assist the Contracts Administrator and Legal and Commercial Manager in the preparation of contract documentation and the award and execution of the contract where required.
- Maintain and adhere to quality system processes and procedures associated with the role.
- Other duties as directed.

Key Stakeholder Interfaces

Internal

- Legal and Commercial Manager
- CFO and General Manager Corporate Services
- Contracts Administrator
- Project Managers, Project Coordinators, and other project team members
- Corporate Services team.

External

- Stakeholders
- Contractors, consultants, and other service providers.

The Person

Qualifications, Knowledge, and Experience

The Procurement Officer will possess:

- Proven experience in the preparation of tender and procurement documentation.
- Proven experience managing end to end procurement processes using online tender portals.
- Demonstrated high-level customer service and strong written and oral communication skills.
- Advanced Microsoft Office skills including Word, Excel and PowerPoint.
- Exceptional organisation skills and attention to detail.
- Ability to influence and negotiate.

Formal training in procurement will be highly regarded.

Personal Qualities

The Procurement Officer will need to present a professional image and build strong relationships across the enterprise. Specifically, the role requires:

- A service focused approach.
- Self-management and personal leadership.
- Sound judgement and problem-solving skills.
- Strong networking and team-working skills.
- A culture of task delivery and project completion.
- An eye for detail.
- An ability to translate strategy into action.
- A commitment to ongoing professional development and learning.
- Comfort working in an environment which is constantly evolving.
- Professional ethics and integrity.

Capability Profile

Flexibility and Adaptability	Adjusts approach in line with changing priorities. Is open to acquiring and developing skills and knowledge, adapts to new ways of working or organise work to deliver results.	Foundation
Business and Commercial Acumen	Considers the principles, practices and standards, associated corporate services (e.g. finance, IT, HR) and commercial value in business operations.	Foundation
Stakeholder Management	Identifies stakeholders impacted by decisions. Takes steps to keep interested parties engaged while managing expectations on outcomes.	Foundation
Procurement and Contract Management	Understands and applies procurement processes to ensure effective purchasing and contract performance.	Intermediate
Communicating with Impact	Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.	Foundation

Customer Focus	Understands customer needs, applies skills, knowledge and experience to delivery high impact services that address those needs.	Foundation
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Foundation
Data Literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision-making processes.	Foundation