



## Wujal Wujal Aboriginal Shire Council Position Description

|                      |   |                |             |
|----------------------|---|----------------|-------------|
| Position title       | Procurement Officer   | Department     | Finance     |
| Job type             | Part time - (Monday to Thursday, 32 hours per week)   | Direct Reports | 0           |
| Stream               | Stream A, Division 2, Section 3, Level 3  | Duration       | Casual      |
| Position number      | 2009  | Location       | Wujal Wujal |
| Contact officer      | Finance Manager   | Closing        | 13.1.2025   |
| Contact officer      | c/- CEO <a href="mailto:ceo@wujal.qld.gov.au">mailto:ceo@wujal.qld.gov.au</a>   |                |             |
| About Council        | <a href="https://www.wujalwujalcouncil.qld.gov.au/">https://www.wujalwujalcouncil.qld.gov.au/</a>                                       |                |             |
| Position Information | <a href="https://www.wujalwujalcouncil.qld.gov.au/council/employment/">https://www.wujalwujalcouncil.qld.gov.au/council/employment/</a> |                |             |

Applications must include a one page summary about you and address the selection criteria. A detailed resume and copies of your qualifications.

### Wujal Wujal Aboriginal Shire Council

Wujal Wujal is the local Kuku-Yalanji clan name meaning 'many falls', highlighting the many sacred waterfalls and multifaceted region of ranges, rivers and reef. Based North of Cairns and 70km south of Cooktown.

#### Mission

To serve the community by a sustainable and equitable delivery of services with a focus on local priorities and contribute to the economic development and improvement of the quality of life of residents.

### PRIMARY OBJECTIVE

The Procurement Officer is responsible for the efficient and effective purchasing and stores support to Council, including the daily operations of procurement and contracting activities of Council.

The Procurement Officer will ensure prompt accurate and reliable service provision of purchasing and procurement activities and maintenance of purchasing and contract arrangements to meet the diverse range of goods and services required by Council.

### KEY DUTIES AND RESPONSIBILITIES

- Report and take direction from the Finance Manager
- Support Council staff with procurement of services, advice and support for goods, services, plant and equipment
- Assist with the efficient delivery of purchasing, procurement and deliver functions
- Carry out financial transactions, cash handling and receipting tasks in line with established procedures
- Monitor and report on compliance with Local Government Act and Regulations, Australian Accounting Standards and relevant financial legislation
- Prepare purchase requisitions in Practical Plus, ensuring purchase requisitions provided to suppliers and contractors include a copy of Council's purchase order terms and conditions
- Consolidate all purchasing at Council
- Monitor inventory levels of stock, plant, equipment, parts and consumables required by Council Staff and report on inventory levels at the end of each month
- Participate in internal audits as needed
- Monitor delivery dates and schedules for goods and services, plant, equipment parts and consumables and follow up with suppliers and contractors to ensure timely delivery of goods and services
- Receipt all goods, stock, plant and equipment when received
- Provide basic procurement guidance and advice to Council staff



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- Adhere to Council's Code of Conduct which sets the standard of behaviour required of Council employees
- Model positive behaviour, integrity and cultural respect and adhere to the Wujal Wujal Aboriginal Shire Council Employee Code of Conduct and WHS Policy at all times.
- Other duties as required

### SELECTION CRITERIA

#### ESSENTIAL

- Honesty, reliability and commitment to achieving the requirements of the position
- Demonstrated time management skills with the ability to organise and prioritise work effectively to meet deadlines and timeframes
- Excellent customer service skills, both internal and external, with demonstrated ability to communicate and interact effectively with internal Council team at all levels, as well as a variety of external stakeholders
- Good financial, literacy and numeracy skills
- Experience in using Microsoft Office, including Excel, Word and Outlook
- Experience in sourcing goods and services
- Commitment to learn to use a new system quickly and undertake continuous training and development
- Queensland C class drivers licence

#### DESIRABLE

- Certificate or qualifications in a related discipline

### QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

#### Mandatory:

- 'Must hold a current and valid C Class Driver's Licence
- A current Police Clearance

Employment with Wujal Wujal Aboriginal Shire Council is subject to a Criminal History Check prior to commencing.

### WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Wujal Wujal Aboriginal Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Wujal Wujal Aboriginal Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.



## Wujal Wujal Aboriginal Shire Council Position Description

### TO APPLY FOR THE POSITION

Please forward your application addressing the selection criteria to the contact officer referenced on the first page of this application.

### POSITION DESCRIPTION

APPROVED BY CHIEF  
EXECUTIVE OFFICER

Name:  
Kiley Hanslow

Signature:

Date:

### ACKNOWLEDGEMENT OF UNDERSTANDING AND ACCEPTANCE

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date