



Position Description

Contracts and Procurement Manager

Award: West Wimmera Shire Council Enterprise Agreement 2021

Classification: Band 7A

Name of Occupant:

Employment Status: Full-time

Location: Edenhope

Records Only: Document ID Number:

File Number:



Accountability Statement

This position is accountable for:

- a) providing expert advice, guidance, and leadership in procurement and contract management across West Wimmera Shire Council
- b) ensuring that Managers have access to best-practice frameworks, tools, and support to manage their departmental contracts effectively
- c) leads Council-wide procurement initiatives
- d) maintains the contract and supplier registers; and
- e) manages the Council's fleet of light vehicles, ensuring compliance with legislative and Council requirements.

Position Objective

Provide expert guidance and strategic leadership in procurement and contract management across West Wimmera Shire Council.

The role ensures managers have access to best-practice advice, frameworks, and tools to manage their departmental contracts effectively, while also leading Council's procurement campaigns and managing the Council's fleet of light vehicles.

Key Responsibility Areas

1. Strategic Procurement Leadership and Advice

- a) Act as Council's subject matter expert in procurement and contract management
- b) Provide guidance, templates, frameworks, and specialist advice to managers on all aspects of contract management, from planning and tendering through to compliance and reporting
- c) Lead Council-wide procurement initiatives, ensuring alignment with strategic objectives, legislation, and value-for-money principles using E-Procure
- d) Maintain and provide oversight of the Council's contract and supplier registers, ensuring managers have access to accurate and actionable information.

2. Fleet Management

- 1. Manage Council's fleet of up to 20 light vehicles (sedans, SUVs, 4WDs)
- 2. Oversee acquisition, leasing, registration, servicing, maintenance, and disposal of light vehicle fleet
- 3. Assist all staff to manage fleet bookings using Plum Fleet.
- 4. Monitor fleet performance, utilization, and cost efficiency
- 5. Provide reports and advice to senior management regarding fleet strategy, replacement schedules, and budget planning.

3. Policy, Compliance, and Continuous Improvement

- a) Develop and maintain procurement policies, procedures, and guidance materials
- b) Ensure Council-wide procurement and contract management practices align with the Local Government Act, Council policies, and relevant governance requirements
- c) Monitor procurement trends and legislative changes, providing guidance to managers to maintain compliance and best practice
- d) Lead initiatives to improve procurement processes, efficiency, and risk management across departments

4. Stakeholder Engagement and Advisory

- a) Provide high-level advice to managers, project teams, and staff regarding contract interpretation, procurement strategy, and supplier engagement
- b) Build and maintain relationships with suppliers, contractors, consultants, and other government agencies to support Council objectives
- c) Facilitate training or workshops to improve procurement and contract management capabilities across Council

5. Reporting and Governance

- a) Prepare and present reports on procurement strategy, contract oversight, and fleet performance to senior management and Council
- b) Ensure accurate documentation and records in line with Council policy, audit, and governance requirements.

Key Performance Indicators (KPIs)

- a) Timely and high-quality procurement advice provided to managers
- b) Successful delivery of Council-wide procurement campaigns
- c) Accuracy and completeness of contract and supplier registers
- d) Fleet utilisation and cost management
- e) Manager and staff satisfaction with procurement support services.

Qualifications and Experience

- a) Degree or diploma in Procurement, Business, Law, Engineering, or related discipline, or equivalent experience
- b) Minimum 5 years' experience in procurement and contract management, preferably in Local Government desirable

- c) Proven experience providing strategic advice on procurement and contracts
- d) Experience managing fleet operations or assets is highly desirable

Skills and Competencies

- a) Expert knowledge of procurement and contract management principles and frameworks
- b) Strong understanding of Local Government legislation and governance requirements
- c) Highly developed advisory, analytical, and problem-solving skills
- d) Excellent interpersonal, negotiation, and communication skills
- e) Leadership and influence without direct authority
- f) Proficiency with Microsoft Office, contract management systems, and fleet management software (Plum Fleet preferred)
- g) Ability to work independently and manage competing priorities

Authority and Decision Making

- a) Provide expert advice and recommendations to managers and senior leadership
- b) Influence decision-making on procurement strategy and policy
- c) Escalate high-risk, high-value, or complex procurement decisions to Director or CEO as required

Work, Health and Safety Skills

- a) Promote a culture of safety and compliance within the advisory and fleet functions
- b) Ensure procurement and fleet management activities comply with OHS legislation and Council policy
- c) Escalate risks or incidents in line with Council procedures

Organisational Relationships

- a) Reports to: Director Infrastructure Development and Works
- b) Direct Reports: Nil
- c) Internal Liaisons: CEO, Directors, Managers, Project Teams, Council Staff

- d) External Liaisons: Suppliers, Contractors, Consultants, Regulatory Bodies, Community Stakeholders

Conditions of Employment

- a) This position is a full-time position with a requirement to occasionally work outside of the normal span of hours.
- b) As part of West Wimmera Shire Council's recruitment and selection process, a Pre-employment medical assessment, satisfactory Police Check and Working with Children's Check (Vic) is required for this position.
- c) Current drivers licence.

Key Selection Criteria

- a) Qualifications in Engineering, and or Contract Management or equivalent experience.
- b) Experience in contract management, preferably within a Local Government environment.
- c) Ability to work in a changing environment with competing priorities and tight deadlines.
- d) Highly developed research skills to ensure practices are maintained in accordance with best practice guidelines.
- e) Highly developed communication skills and the ability to engage with multiple stakeholder from different levels of Council and external organisations as well as community.
- f) Highly developed computer skills, with proficiency in Microsoft Word, Excel, Powerpoint and Outlook.
- g) Ability to use a records management system to ensure compliance with Council's policies and Public Records Office Victoria (PROV) requirements.

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee approved

PD Review Date	Name	Signature

Approved by

PD Review Date	Position	Name
February 2026	Director IDW	
February 2026	Human Resource Manager	