

Position Description

Coordinator Fleet & Procurement

Division	Infrastructure & Assets
Business Unit	Facility & Waste Assets
Position Number	441002
Location	Yass Valley Council Administration Building
Award Band	Administrative/Technical/Trades Band 2/Level 2
Salary Grade	Grade 14
Remuneration	Entry \$74,625.72 to step 3 \$80,595.84 per annum plus 11.5% Superannuation
Conditions	Permanent full time 35-hour week with a 9-day fortnight (RDO)
Date position description approved	July 2023

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Coordinator Fleet & Procurement is located within the Facility & Waste Assets team.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values



Primary Purpose of the Position

To provide effective coordination of Council's Fleet & Procurement. This position will be required to deliver high quality customer service, build strong working relationships and positively promote the organisation at all times.

Key Accountabilities

- Coordinate and oversee the effective management of Council's plant and equipment including light fleet.
- Undertake Council's procurement and tendering functions within the Infrastructure & Assets Division to ensure compliance with the Local Government Act and other relevant legislation.
- Provide high level support and advice in relation to procurement and purchasing processes, ensuring compliance with Council's policies and guidelines.
- Develop and monitor policies and operational procedures to ensure the efficient management of Council's fleet and procurement program.
- Undertake administration, reporting and record management to ensure the efficient management of Council's fleet and procurement program.
- Develop and maintain Councils Procurement Management Plan to capture processes of procurement and sign off gateways for each step of procurement for recording in Council's document management system.
- Maintain an updated suite of tender and contract documentation in Council's document management system.
- Maintain and update the online Procurement Portal for Council.
- Undertake all other reasonable duties as instructed by the Manager Facility & Waste Assets.

Organisational Accountabilities

- **Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.
- **Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- **Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.
- **Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.
- **Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Internal Relationships

Who	Why
Manager	Receive guidance and support, provide advice and exchange information
All other staff	Consult, advise and exchange information

Key External Relationships

Who	Why
External contractors & Suppliers	Consult with and advise on activities and programs

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Manager Facility & Waste Assets

Essential Requirements

- Certificate IV in Procurement or the ability and willingness to obtain within 12 months.
- Sound knowledge of procurement, tendering policies and contract management processes.
- Demonstrated experience in managing projects under tight timelines and within budget.
- Demonstrated working experience with Microsoft Office applications, particularly with word documents and excel spreadsheets.
- A current class 'C' driver's licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Converted to LG format	10 July 2023		18271
Updated	June 2024	Award Salary Increase2024/25	

Ownership and Approval

Responsibility	Role
Author	Manager Facility & Waste Assets
Approver	Director Infrastructure & Assets