

## POSITION DESCRIPTION

LAST REVIEWED: November 2021

<b>ROLE TITLE</b>	Procurement Support Officer
<b>DEPARTMENT</b>	Industry Development and Capability
<b>REPORTS TO</b>	Director, Industry Development and Capability
<b>EMPLOYMENT STATUS</b>	Full Time
<b>DIRECT REPORTS</b>	Nil
<b>ESSENTIAL QUALIFICATIONS</b>	Significant previous all-round administration experience
<b>PREFERRED QUALIFICATIONS AND EXPERIENCE</b>	3 - 5 years' experience in a similar role
<b>PURPOSE OF THE POSITION</b>	The Procurement Support Officer provides high-level administrative support to the Procurement Team. This important role supports the efficient operations of the Procurement Team.
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to quickly acquire knowledge of CSQ operations and processes</li> <li>• General Office administration procedures</li> <li>• Understanding of Procurement processes and systems, or ability to quickly acquire knowledge</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Exceptional customer service skills, with pleasant manner</li> <li>• Intermediate computer skills including use of Excel and Word with the ability to learn/navigate new computer programs and Platforms quickly</li> <li>• Excellent administration, organisational and time management skills with high attention to detail.</li> <li>• Strong interpersonal and communication skills with the ability to deal with individuals at all levels</li> <li>• Intermediate skills in the Microsoft Suite – Word, Excel, Powerpoint</li> </ul>

## ORGANISATION COMPETENCIES - CSQ WAY

COMPETENCY	ROLE OUTPUTS REQUIRED
<b>Shapes the Future</b> <i>Sets CSQ up for future success</i>	Pro-active in managing self well through change, and remains focused on improving existing work practices and delivering team objectives.
<b>Results Driven</b> <i>Focuses on achieving results both in the long and short term.</i>	Motivates self to effectively work across multiple tasks to execute team objectives.
<b>Leads Self and Others</b> <i>Manages self and others to support a constructive culture</i>	Utilises strengths, and identifies opportunities for self and team improvements in order to deliver CSQ plans in a constructive manner. Works with an open, growth mindset, and adapts to new ways of working.
<b>Customer Focus</b> <i>Carries out activities with the customer in mind.</i>	Delivers high level customer service, and processes tasks in accordance with CSQ processes and systems.
<b>Relationship Builder</b> <i>Builds sustainable professional relationships.</i>	Emotionally intelligent and works towards effective relationships by being reliable and generous with others, and respectful of diversity.

## GOALS FOR THE ROLE

KEY ACCOUNTABILITIES
<b>Procurement Support</b> <ul style="list-style-type: none"> <li>Assist with preparation and maintenance of all relevant procurement documentation and associated activity including invitations to offer; evaluation guidelines; evaluation schedules and panels.</li> <li>Provide administrative support in relation to Contract variations and extensions.</li> <li>Assist with maintenance with all relevant Training and Procurement procedure documents and guidelines.</li> </ul>
<b>Provider/Supplier/Stakeholder Education</b> Assist with preparation, scheduling and delivery of relevant educative sessions including: <ul style="list-style-type: none"> <li>RTO Information Sessions (multiple formats)</li> <li>RTO and other Suppliers' contract commencement meetings</li> <li>RTO and other Suppliers' "contract / program" focussed education sessions</li> <li>Internal staff information sessions</li> <li>Specific preparation tasks may include .....</li> </ul>
<b>Compliance Audit</b> <ul style="list-style-type: none"> <li>Assist with compliance processes in relation to CSQ contracts. This will involve .....</li> </ul>
<b>Reporting and Record Keeping</b> <ul style="list-style-type: none"> <li>Assist in the formulation and preparation of reports.</li> <li>Maintain physical and electronic records, including the maintenance of procurement processes and database systems.</li> </ul>
<b>General Administration Duties</b>

- Successfully undertakes a high level of administration support to the Procurement Team.
- Undertakes other responsibilities, consistent with skills, qualifications, and experience, as may be required from time to time.
- Provide relevant support to other CSQ teams as required.

*“A skilled workforce that meets the evolving needs of Queensland’s Building and Construction industry”*

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

ELT Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_