



Hindmarsh Shire Council **Contracts, Procurement and Project Support Officer**

Position Description





2026 025 Contracts, Procurement and Project Support Officer

Thank you for your interest in applying for the position of Contracts, Procurement and Project Support Officer, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria;

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au

For further information about the position or duties involved, please contact Simon Landrigan, Manager Project Management Office, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.

Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Contracts, Procurement and Project Support Officer

Department: Infrastructure Services

Starting Point/Location: The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 6 per the Hindmarsh Shire Council Enterprise Agreement

Employment Type: Full Time

2. CURRENCY:

Current Version 2.0 **Approved:** September 2026

Name of Occupant:

Signature: **Date** _____

Prepared By: Simon Landrigan **Date** 23 September 2026

Director Approved: Ram Upadhyaya **Date** 24 September 2026

H.R. Approved: Janelle Reichelt **Date** 30 September 2026

CEO Approved: Monica Revell **Date** 05 October 2026

Current Version Number: 2.0

Version History:
1.0 March 2022
2.0 January 2024
2.1 September 2026



**Employment Details for the Position of:
Contracts, Procurement and Project Support
Officer**

<u>Status:</u>	Permanent Full Time
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Classification:</u>	Band 6 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday. The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four-week period.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading.
<u>Sick Leave:</u>	Twelve (12) days sick leave (pro rata) per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



3. POSITION OBJECTIVES:

The Contracts, Procurement and Project Support Officer is responsible and accountable for providing administration of procurement and contract activities ensuring compliance of procurement and contract processes.

The Contracts, Procurement and Project Support Officer will provide advice regarding tender or formal quotation processes, ensuring probity and integrity, and develop and update templates for all procurement and contract management. The position also provides project delivery and administrative support to the Project Management Office, including supporting or delivering designated Council projects and activities.

4. KEY RESPONSIBILITY AREAS:

The position is directly accountable to the Manager Project Management Office for the following Key Responsibility Areas:

- Develop, implement and maintain manuals, systems and processes that ensure Council's activities meet all legislative, regulatory and policy requirements relation to the service area.
- Develop and update templates for procurement and contract management including but not limited to Request for Tender (RFT), Request for Quotation (RFQ), Expression of Interest (EOI), Agreements, Contracts, Briefs, Purchase Order Agreements, Contract Management, Forms and supporting documentation.
- Provide project management and administrative support for Council projects, including the preparation of project documentation, administration of project registers and other tasks as directed.
- Under the direction of the Project Management Office, coordinate and deliver designated minor projects including planning, procurement, contractor coordination, monitoring of timeframes and expenditure, stakeholder communication and project reporting.
- Oversee the contract and procurement processes of Council to ensure all policies and procedures, systems and legislative requirements within relevant areas of responsibility are adhered to and consistently applied.
- Oversee Council's contract and lease registers, ensuring agreements are reviewed and where required, renewed, prior to expiry date, including any CPI increase notices and lease obligations.
- Prepare, update and maintain standard User Agreement documentation based on instructions and information provided by the officer responsible.
- Working with Council's Coordinator People and Safety and OHS Officer monitor and verify OHS processes by contractors, including contractor induction, verifying contractor insurance, and adherence to Council's Contractor Induction manual.
- Internally audit the procurement and contract management systems to test compliance with policies, procedures and guidelines.
- Assist with the maintenance of Council's online tendering portal, advertising, tender openings, evaluations and the preparation of evaluation panel reports.



- Provide procurement and contract management advice, guidance and training to Council staff, including induction and annual refresher training.
- Monitor aggregate payments to individual contractors in conjunction with the Manager Financial Services to ensure tendering limit compliance.
- Record, maintain and ensure accuracy of tender and contract information using Councils records management system MagiQ
- Make recommendations to Council's Senior Management Team (SMT) in changes to improve Council's contract management procedures.
- Prepare quarterly reports for Leadership Team detailing all contracts being undertaken, variations, anticipated completion dates and other relevant information, with assistance from project managers.
- Provide advice to Executive Leadership Team on efficiencies and improvements identified in the service area.

Corporate Responsibilities

- Responsible for creating full and accurate records of activities and decisions and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Contribute to the continuous improvement and productivity of the organisation's operations.

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Project Management Office

Supervises: Nil

Internal Contacts: Chief Executive Officer, Director Corporate & Community Services, Director Infrastructure Services, other staff

External Contacts: General Public, Other Councils, Government Departments – Local and State, Other professional bodies and groups, Council Committees

6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;



- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The position is accountable to the Manager Project Management Office for the efficient and effective operation of Council's Contracts and Procurement.
- The Authority and freedom to act are by regular supervision by the Manager Project Management Office Services. Administration and activities are undertaken within Council policies and procedures, and approved budgets.

10. JUDGEMENT AND DECISION MAKING:

- Ability to collect information, process operations, select and implement the most appropriate option to maximise outcomes in a given situation.
- Ability to prioritise conflicting workloads whilst maintaining a friendly and customer focused approach at all times.
- The nature of work is often specialised and methods, procedures and processes are generally developed from theory or precedent. The application of these established techniques to new situations, and the need to recognize when these established techniques are not appropriate, will influence how problems are solved.
- Provide advice to the Senior Management Team on matters of contracts and procurement.



11. SPECIALIST KNOWLEDGE AND SKILLS:

- Familiarity with relevant contract and procurement management systems.
- Understanding contractual and leasing matters and ability to negotiate favourable terms in Hindmarsh Shire's best interest.
- Ability to interpret and understand Council's policies and procedures and legislative requirements.
- An understanding of the long-term goals of the wider organisation, including values and aspirations.
- Well-developed communication skills in dealing with staff, senior management and representatives of Government Agencies.
- Ability to identify opportunities for improvement of organisation and community benefit through new policies, procedures and processes and to actively promote these with the Senior Management Team.
- Ability to provide high level written and verbal reports.
- Ability to work to deadlines and manage multiple tasks.

12. MANAGEMENT SKILLS:

- Manage one's own time, set priorities, plan and organise work in order to meet objectives.
- Ability to manage change and be innovative.
- Ability to communicate new and changed processes across the organisation.
- High level communication skills.

13. INTER-PERSONAL SKILLS:

- Ability to gain cooperation and assistance from staff, suppliers and contractors fostering excellent relationships in all dealings both verbal and written communication.
- Highly developed communication skills and interpersonal skills.
- Ability to effectively negotiate and reach satisfactory outcomes.

14. QUALIFICATIONS AND EXPERIENCE:

- Degree or diploma in related discipline highly desirable.
- Experience in contract management and interpretation of legal requirements to efficiently prepare and execute contract documentation.
- Understanding of local government and the environment within which it operates.
- Relevant experience in procurement and purchasing related roles.
- Current drivers' licence.



15. EQUAL OPPORTUNITY:

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

16. 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 Privacy and Data Protection 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.

17. KEY SELECTION CRITERIA:

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- Relevant qualifications and experience in contract administration and procurement.
- Experience in contract administration and the development of processes and systems relating to contract management and procurement.
- Ability to effectively communicate with suppliers, contractors and employees to gain their cooperation and maintain good customer relations.
- Ability to manage time, prioritise and plan workload to complete work in accordance with deadlines.
- Local government experience an advantage.
- Willingness to undertake a pre-employment medical, police check and Working with Children Check.

---- End ----