



Procurement Officer—Regional Waste Services

2-year fixed term contract



\$78,178

inc. 9.5% superannuation



2 Year Term Contract



Work a 9 day fortnight



Fairbairn, ACT or location negotiable within CRJO region



<https://crjo.nsw.gov.au>



CRJO vehicle available for work related travel

CRJO Overview

The Canberra Region Joint Organisation is a regional leader that advocates for ten member Councils across the South East NSW, comprising the Councils of Yass Valley, Queanbeyan-Palerang, Eurobodalla, Wingecarribee, Goulburn Mulwaree, Upper Lachlan, Snowy Monaro, Snowy Valleys, Hilltops, and Bega Valley working in partnership with associate members; the ACT Government, Wagga Wagga City Council and East Gippsland Shire Council; covering 92,000 square kilometres and a population of 800,000.

The Canberra Region Joint Organisation is the regional body advocating for strong regional partnerships that delivers improved outcomes for our regional communities.

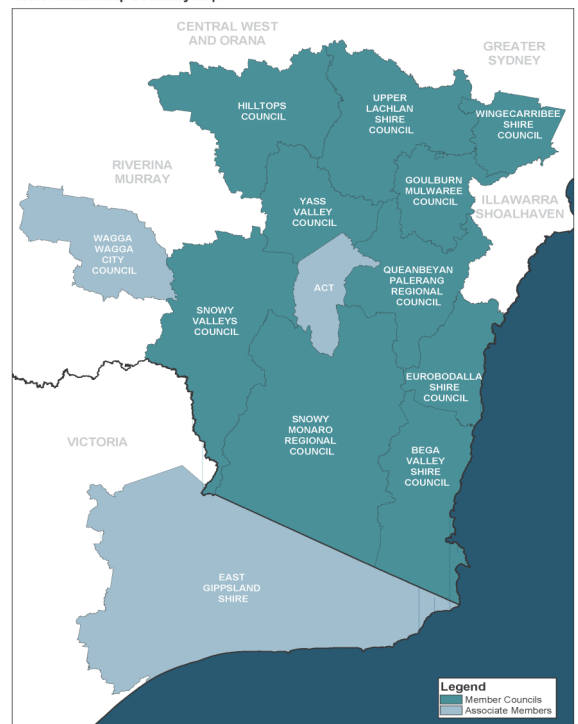
The CRJO Mission

“Working together to deliver better outcomes for our communities and the region.”

The CRJO Vision

“Our region...dynamic, innovative, connected...compelling!”

CRJO Membership Boundary Map



The Position

Working in collaboration with the CRJO Councils and ACT Government, the Procurement Officer Regional Waste Services will:

- Work with the Regional Waste and Resource Recovery Coordinator, Waste Managers and Procurement Officers in each Council to deliver regional waste procurement processes. For example, the following opportunities for regional procurement have been identified:



Scrap metal recycling



Green waste shredding



Concrete crushing



Mattress collection and recycling



Household chemical collection



Tyre collection and recycling

- Develop regional waste procurement processes and procedures (RFQ's and regional panels) and seek input from the Waste Managers and Procurement Working Group;
- Work with the Procurement Officers in each Council to identify additional regional procurement opportunities relating to waste management;
- Develop and implement best practice procurement relating to waste management and joint services strategies across the region;
- Implement and manage collective supply contracts; and,
- Assist in the identification and development of other joint activities and shared services that provide ongoing financial, commercial and social benefits to participating councils.

Key Accountabilities

As a member of a small professional and service orientated team, this position will:

- Coordinate and deliver regional waste management contracts;
- Develop a regional waste procurement process (RFQ, Tenders, regional panels) and the required documentation. This includes standard tender documentation, coordination and evaluation documentation and recommendation reports;
- Liaise and coordinate execution of contracts between participating Councils and preferred suppliers;
- Manage and monitor Supplier/Contractor performance for all joint contracts;
- Investigate opportunities with Councils to encourage the use and re-use of recycled materials in councils own purchasing policies, working towards the circular economy principles.
- Identify other procurement opportunities for Councils across the Canberra region.

Key Challenges

The key challenges will include the development and implementation of:

- New regional waste contracts that ensure best practise environmental management and reduce waste management costs for Councils;
- A regionally adopted waste procurement process;
- Councils purchasing policies that encourage the use and re-use of recycled materials.

Key Internal Relationships

Who	Why
Executive Officer	The Executive Officer is responsible for the successful implementation of the program and provides the linkage to the General Managers of the cluster Councils.
Waste and Resource Recovery Coordinator	The Waste and Resource Recovery Coordinator works with the Procurement Officer Regional Waste Services to deliver waste procurement initiatives across the region.
Contaminated Land Officers	Both the Western and Easter Cluster positions work together to ensure consistent contaminated land management policies, procedures and frameworks are developed and implemented across all CRJO councils.
Executive Support Officer	The Executive Support Officer provides administrative assistance to the Executive Officer and is involved in the preparation of meeting material.
General Managers Advisory Group (GMAG)	The General Managers Advisory Group (comprising all Council General Managers) need to be kept updated on progress of the program through quarterly reports.
Member Councils	Relevant staff of councils (may include Directors, Managers, Environmental Officers, Procurement Officers) responsible for the development or implementation of projects.

Key External Relationships

Who	Why
NSW Environment Protection Authority	CRJO is funded by the Waste Less Recycle More Initiative, regular updates and reports are required to meet funding agreements.
Consultants	Consultants may be engaged to help prepare documentation or run procurement processes associated with regional waste management.
Contractors	Contractors will be engaged in the regional procurement processes, any work undertaken by contractors will require the establishment of a good working relationships between contractor, procurement officer and councils.


Key Dimensions

Issue	Description
Reports to	Executive Officer Waste and Resource Recovery Coordinator

Essential Criteria

- Tertiary qualifications and/or relevant experience in procurement; business management or relevant discipline.
- Demonstrated experience in procurement, tendering, contract implementation and management together with the big-picture strategic thinking to identify and pursue new opportunities;
- High level communication skills and attributes including negotiation, effective stakeholder engagement and pro active relationship management;
- Ability to work closely with officers of member councils in managing contracts and tenders and developing new business;
- Knowledge of and experience in electronic procurement methods/systems such as E-Tender and contract management software;
- Highly developed business acumen in negotiating with suppliers, government agencies and other stakeholders;
- Demonstrated superior facilitation skills and the ability to liaise with all levels of government and external organisations.





Desirable Criteria

- Knowledge and/or experience of waste management and procurement in a council or regional setting;
 - Knowledge of the structure, processes, services and systems of Local Government and/or experience working in council or government procurement; including adherence to the tendering provisions contained within the *Local Government Act 1993*, *Local Government (General) Regulations 2005* and the Office of Local Government Tendering Guidelines.
 - High degree of computer literacy in word processing, data analysis and presentation software; and
 - Knowledge of EEO and WH&S Legislation.
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Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at: <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Advanced
 Resources	Finance	Intermediate
	Assets and Tools	Foundational
	Technology and Information	Adept
	Procurement and Contracts	Advanced

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem-solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions
Results Procurement and Contracts	Advanced	<ul style="list-style-type: none"> • Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors