



Position Details

Position title:	Assistant Procurement and Contracts Business Partner
Award Classification:	Band 5
Department:	Finance
Division:	Operations and Infrastructure
Date Approved:	March 2026
Approved By:	Chief Financial Officer

Organisational Relationships:

Reports To:	Senior Procurement and Contracts Business Partner
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Business partnering with key organisational streams.
- Support the development of effective procurement and contract management maturity across the organisation.
- Provision of procurement and contract management advice, documentation, training and support across the organisation.

Key Responsibilities and Duties

- Build and maintain effective business partnering relationships with General Services, Digital Technology Services, Project Services, Operations and other key stakeholders.



- Coordinate the provision of tender advice, documentation, training and support across the organisation.
- Risk identification and mitigation advice.
- Support implementation of best practice procurement processes such as Environmental, Social and Governance.
- Support uplift in organisational capability in probity, contract management and procurement.
- Provide general administrative support to the Contracts and Procurement team.
- Ensure procurement activities follow organisational policies, procedures and relevant legislation.
- Assist with internal audits and reporting requirements.
- Support onboarding of new suppliers, including documentation and system setup.
- Support business units in the creation and upload of supplier catalogues to OneCouncil.

Accountability and Extent of Authority

- Required to exercise judgement and decision making based on clear policies and procedures.
- Ensure probity principles are maintained for all procurement processes.
- Ability to operate independently regarding routine matters and seek guidance or advice on more complex situations/issues.
- Provision of support and advice to all levels of the organisation regarding procurement and contracts.

Judgement and Decision Making

- Make decisions in line with Council policies, procedures and guidelines
- Influence day to day business operations and minimise Council's risk exposure through the provision of timely and accurate advice across the organisation.
- Ability to determine when independent professional advice is required.

Specialist Skills and Knowledge

- Developed understanding of requirements for accountability and compliance with core procurement, contract and tendering requirements.
- Knowledge of legislation and policies relating to procurement.



- Excellent office administration, auditing and report writing skills with Microsoft Office skills.

Management Skills

- Demonstrated experience in setting priorities and planning and organising own workload whilst managing conflicting demands.
- Sound administrative and attention to detail skills.

Interpersonal Skills

- Proven ability to gain cooperation and assistance from other parts of the organisation to support accountability and compliance with legislation.
- Good facilitation and negotiation skills.
- Ability to liaise with external stakeholders to discuss and resolve contract and procurement issues.

Qualifications and Experience

- A degree or diploma in a relevant field is desirable.
- Prior experience in a role encompassing procurement, tendering and contract management is desirable.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.



Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

Key Selection Criteria

- Relevant qualifications or equivalent experience.
- Demonstrated experience in providing advice on tendering administration and legislation and strategic procurement.
- Demonstrated experience in maintaining and supporting Procurement and Contract management systems.
- A clear, concise, professional and friendly communicator with proven ability to successfully develop and manage relationships and gain cooperation from internal and external stakeholders.
- Excellent facilitation and negotiations skills to ensure value for money solutions for the City of Port Phillip.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse



Position Description

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backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First