

Contracts & Procurement Partner			
Position Number:	10	**Department**	Corporate Strategy & Performance
Level:	6	**Award:**	May be covered by Local Government Officers Award
Remuneration:	$ 99,593.88 plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications.		
Reports to:	Manager Governance Compliance and Risk	**Direct Reports:**	Nil
Last Reviewed:	Manager People, Culture & Wellbeing	**Date:**	2/11/2026
Approved:	Executive Manager Corporate Strategy & Performance	**Date:**	2/11/2026

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	**Authenticity**	**Respect**	**Excellence**	**Cohesion**	**Humility**	**Inclusion**	**Passion**

POSITION OVERVIEW

The Contracts and Procurement Partner is responsible for facilitating the Shire of Carnarvon's procurement activities and contract administration processes to ensure compliance, transparency, accountability and value for money.

Reporting to the Manager Governance, Risk and Compliance, the position partners with managers and employees across the organisation to provide specialist advice, guidance and practical support throughout the procurement and contract management lifecycle. This includes facilitating tender processes, maintaining contract registers, monitoring contractual obligations and supporting effective contract management practices.

The role plays a key part in strengthening procurement governance, building organisational capability, driving continuous improvement, mitigating compliance risks and promoting consistent, ethical and accountable procurement practices across the Shire.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.

- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

Corporate Responsibilities and Governance

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ Promote ethical conduct, transparency, confidentiality and probity in all procurement and contract management activities.
- ★ Contribute to the continuous improvement of organisational processes, systems and service delivery.

Procurement and Tender Management

- ★ Coordinate procurement activities across the organisation, ensuring purchasing processes are compliant, efficient and
- ★ Prepare, coordinate and review requests for quotation, tender documentation, specifications, evaluations and procurement reports.
- ★ Support tender evaluation processes, ensuring appropriate approvals, probity requirements and recordkeeping obligations are met.
- ★ Provide advice and guidance to employees on purchasing thresholds, procurement methods, delegations and legislative requirements.
- ★ Coordinate supplier communications, tender advertising, submissions and contract award documentation.

Contract Administration and Management

- ★ Develop, maintain and monitor the Shire’s central contracts register, ensuring accurate recording of contract values, expiry dates, renewals and key milestones.
- ★ Coordinate contract administration processes, including execution, variations, extensions, renewals and close-out.
- ★ Support contract owners in monitoring contractual obligations, supplier performance, expenditure and compliance requirements.
- ★ Identify and escalate contractual risks, non-compliance, upcoming expiries and performance concerns to relevant managers.
- ★ Ensure procurement and contract documentation is accurately maintained within the Shire’s records management systems.

Contractor Compliance and Risk Management

- ★ Coordinate contractor pre-engagement compliance requirements, including relevant licences, insurances, qualifications and WHS documentation.
- ★ Work collaboratively with WHS personnel and contract owners to support appropriate contractor inductions, risk assessments and safe work practices.
- ★ Monitor contractor compliance documentation and identify outstanding or expired requirements.
- ★ Escalate contractor safety, performance and compliance concerns to the appropriate responsible officers.
- ★ Support effective risk management practices throughout procurement and contract administration processes.

Systems, Reporting and Continuous Improvement

- ★ Develop, review and maintain procurement and contract management procedures, templates, checklists and supporting documentation.
- ★ Identify opportunities to improve procurement systems, workflows, reporting and organisational efficiency.
- ★ Prepare regular reports on procurement activities, contract expiries, compliance matters, risks and improvement initiatives.
- ★ Support internal and external audits and coordinate implementation of agreed procurement and contract management improvements.
- ★ Promote consistent procurement practices and provide training and guidance to employees across the organisation.

Stakeholder Engagement and Customer Service

- ★ Build and maintain effective working relationships with employees, managers, contractors, suppliers and external stakeholders.
- ★ Provide timely, accurate and practical advice to support informed procurement and contract management decisions.
- ★ Assist contract owners in documenting and addressing supplier performance concerns and contractual matters.
- ★ Promote a collaborative, solutions-focused approach to procurement and contract administration.
- ★ Deliver professional, responsive and customer-focused services to internal and external stakeholders.

Decision-making and accountability

- ★ The position coordinates and advises; it does not independently approve procurement expenditure, award tenders, execute contracts, authorise variations or direct contractor works unless expressly authorised under an applicable delegation or written instrument. Contract performance, budgets, technical specifications and project delivery remain the responsibility of designated contract owners and project managers.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- ★ Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions.
- ★ Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- ★ Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Demonstrated experience coordinating procurement and administering contracts, including RFQ/RFT processes and contract registers.
- ★ Strong understanding of procurement probity, evaluation, approvals, document control and contract lifecycle requirements.
- ★ Ability to interpret and apply policies, procedures and relevant legislation; capacity to develop sound working knowledge of WA local government procurement requirements.
- ★ Well-developed written communication skills, including preparation of tender documentation, reports and correspondence.
- ★ Strong organisational skills, accuracy, initiative and ability to monitor competing deadlines across multiple business units.
- ★ Demonstrated ability to build productive working relationships and appropriately challenge non-compliant practices.
- ★ Competent use of Microsoft 365 and electronic records, purchasing or contract management systems.

DESIRABLE CRITERIA

- ★ Relevant qualification in procurement, contract management, business, public administration or a related discipline.
- ★ Previous experience with Local Government.
- ★ Experience with capital works contracts, grant-funded procurement and contractor WHS compliance.

POSITION COMPETENCIES	
Experience	
Focus of Role	Administrative
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements of complexity and uncertainty .
Tasks	
Context Method	Range of issues requiring independent analysis and interpretation.
Skill Level	Knowledge of particular procedures is supported by sound appreciation of theory or policy framework.
Judgement and problem Solving	
Problem Solving	Solve problems where there is a lack of definition requiring analysis of a number of options.
Judgement	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.
Supervision and Independence	
Level of Supervision	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
Organisational Relationships and Impact	
Work Area Relationships	May develop proposals or recommendations which co-ordinate the interests of separate work areas and share accountability.
Public/Other Staff Relationships	Use technical or specialist skills to brief and liase with stakeholders to define requirements, including writing detailed and non-standard reports and external correspondence.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
Policy and Procedure Development	Advanced: Establish sectional / department procedures. Provide advice on policy matters and contribute to their development.
Policy or Legislative Interpretation	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity.

Report Writing	Proficient: Research, develop, write, review and finalise reports to Council and external regulatory authorities. May be reviewed by more senior manager with only minor amendments.
Budgeting Skills	Fundamental: Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
Management Skills	Advanced: Management of major sections or projects within area of expertise. May direct staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Corporate Strategy & Performance Team with a starting salary from $ 99,593.89 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

$	1,243.15	p/a District Allowance*
$	6,337.62	p/a Housing Allowance*
$	1,675.86	p/a Annual Leave Loading 17.5%
$	12,860.96	p/a Superannuation (Statutory)
$	2,143.49	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
$	5,000.00	Retention bonus upon completion of 3 years of service*
$	440.00	p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.