



Renmark Paringa Council

Position Description

Procurement & Sustainability Officer

About Renmark Paringa Council

Renmark Paringa Council is part of South Australia's Riverland, a region shaped by the Murray River, strong agricultural foundations, and a thriving tourism sector. Our community is proud, diverse, and resilient, with an enviable riverfront lifestyle and a strong sense of place.

As an organisation, we are committed to being more than a service provider. We are a partner in shaping the future of our community; delivering services, infrastructure, and opportunities that support liveability, prosperity, and long-term sustainability. Guided by our values of Accountability, Honesty, Respect, and Unity, our people work together to achieve outcomes that matter to the community we serve.

Our vision

We strive to protect and enhance our region as it is a unique place underpinned by rich heritage and an enviable river lifestyle. We are proud to share and nurture this natural beauty, welcome visitors and drive growth and investment to sustain our vibrant community long into the future. We lead healthy, active and fulfilling lives, with a commitment to support and respect each other and our environment. Together, we're building a brighter future.

Our goals

Liveable	Prosperous	Environment	Leadership
A safe and welcoming place to live and enjoy a healthy and active lifestyle	A place that attracts, retains and supports talented people, underpinned by diverse regional industry, tourism and access to infrastructure and housing	A place that is resilient to the effects of extreme weather, protects its river and floodplains, is green and limits its impact on the environment	A council that is a trusted partner that delivers what it promises in an efficient and effective way

Our organisational values

Accountable	Honest	Respectful	Unified
We take responsibility for our actions and behaviours and have confidence in each other to deliver	We are fair and truthful in our approach to each other and the community	We respect the rules, regulations, the environment and each other	We are one team and work together towards our common goals

Position description

Position Title	Procurement & Sustainability Officer	Classification	Level 3
Department	Corporate and Community Services	Award and EBA	- SA Municipal Salaried Officers Award - Renmark Paringa Council EBA No. 9
Reporting to	Manager Financial Services	Positions reporting to it	Nil

About the position

This position exists to strengthen Council's procurement capability and support its sustainability objectives, helping ensure Council's purchasing activities are compliant, efficient, transparent and deliver value for money.

The position also supports Council to embed responsible and sustainable practices into its purchasing and broader organisational activities, contributing to sound financial stewardship, improved organisational practices and Council's long-term sustainability.

What does the position do?

The Procurement & Sustainability Officer supports Council's procurement and sustainability functions through:

- Coordinating procurement activities, including quotations, tenders, supplier engagement and associated procurement documentation.
- Providing practical procurement advice and support to employees across the organisation.
- Supporting employees to plan procurement activities and determine appropriate procurement methods in accordance with Council's policies, procedures and delegations.
- Working with employees and project managers to identify and plan procurement requirements, including those arising through Council's Project Management Framework.
- Maintaining procurement systems, supplier information, contract registers and associated documentation.
- Supporting contract owners with contract administration requirements, key dates, reviews and renewals.
- Monitoring and analysing procurement activity to identify compliance issues, emerging requirements and opportunities to improve efficiency and value for money.
- Supporting the integration of sustainable procurement principles into Council's purchasing practices.
- Assisting with the delivery and monitoring of organisational sustainability initiatives and projects.
- Collecting, analysing and reporting procurement and sustainability data and performance information.
- Supporting the development and review of procurement, sustainability and related policies, procedures, tools and resources.
- Contributing to continuous improvement across procurement, sustainability and Financial Services.
- Providing reasonable backup support across Financial Services as required, consistent with the position's classification, skills and training.

Key result areas

Procurement

- Procurement requirements are identified and planned early, including where they form part of Council projects.
- Procurement activities are undertaken in accordance with legislative requirements, Council policies, procedures and delegations.
- Procurement processes are appropriately documented and completed within required timeframes.

- Employees receive timely and practical advice that supports consistent and compliant procurement practices.
- Procurement systems and information are accurate, current and reliable.
- Procurement activity is monitored and areas of non-compliance, risk or emerging requirements are identified and appropriately addressed or escalated.
- Council's contract register is accurate, current and actively maintained.
- Contract owners are supported to understand and meet relevant contract administration, review and renewal requirements.
- Key contract dates and requirements are monitored and communicated in a timely manner.
- Contract and procurement documentation is complete, appropriately authorised and captured within Council's corporate systems.
- Responsibility for managing individual contracts remains with the relevant contract owner.
- Opportunities to improve procurement efficiency, purchasing arrangements and value for money are identified and progressed.

Sustainability

- Sustainable procurement principles are appropriately considered in purchasing decisions and processes.
 - Sustainability initiatives and projects within the scope of the position are effectively supported and monitored.
 - Sustainability data and performance information is accurate and available to support decision-making and reporting.
 - Opportunities to improve resource efficiency and environmentally and socially responsible practices are identified and progressed.
- Employees are supported to understand and adopt sustainable organisational practices.

Finance

- Procurement practices support sound financial management, appropriate internal controls and responsible use of Council resources.
 - Financial functions are appropriately supported during periods of leave, peak workloads and operational demand.
 - Opportunities to simplify processes, strengthen controls and improve organisational efficiency are identified and progressed.
 - Audit, reporting and compliance requirements relevant to the position are completed accurately and within required timeframes.
- Policies, procedures and resources relevant to the position's areas of responsibility remain contemporary and effective.

The behaviours we expect of the position

- Models our values – demonstrates accountability, honesty, respect, and unity in daily decisions and actions.
- Communicates openly and clearly – shares information in a timely way, listens actively, and responds with respect and clarity.
- Acts with integrity – makes fair, transparent decisions and accepts responsibility for outcomes.
- Builds trust and relationships – develops positive, respectful connections with colleagues, elected members, and the community.
- Focuses on outcomes – keeps the community at the centre of decision-making, ensuring that work contributes to Council's goals.
- Seeks improvement – actively identifies opportunities to simplify processes, improve efficiency, and deliver better results.
- Provides practical support – helps others understand and navigate requirements while maintaining appropriate standards and controls.
- Works collaboratively – contributes to shared outcomes and works across the organisation to support effective procurement and sustainability practices.

Selection criteria

Knowledge & Skills

- Sound knowledge of procurement, purchasing and contract administration principles and practices.
- Ability to interpret and apply policies, procedures and compliance requirements.
- Strong written, verbal and interpersonal communication skills, including the ability to provide clear and practical advice.
- Strong analytical and problem-solving skills.
- High level of accuracy and attention to detail.
- Ability to manage competing priorities, coordinate multiple activities and meet required timeframes.
- Sound digital literacy, including Microsoft Word, Excel and corporate business systems.
- Ability to identify and contribute to process and service improvements.

Experience

- Demonstrated experience in procurement, purchasing, contract administration, finance, business administration or a related function.
- Experience coordinating processes requiring compliance with policies, procedures or formal requirements.
- Experience working collaboratively with internal stakeholders and external suppliers or service providers.
- Experience in sustainability, sustainable procurement or environmental initiatives **(desirable)**.
- Local Government or public sector experience **(desirable)**.

Qualifications

- Financial qualifications **(desirable)**

Key relationships/interactions

- Manager Financial Services – direct manager to provide guidance, feedback, approval on key decisions, align on priorities and collaborate on goals and development.
- Financial Services team – contribution to team objectives and support team members to deliver accurate and timely financial services.
- Managers and staff across Council – collaboration and provision of procurement advice and support
- Contract owners – supports corporate contract administration processes while responsibility for managing individual contracts remains with the relevant contract owner.
- Suppliers, contractors and service providers – coordinates procurement processes and engagement in a professional, fair and transparent manner.

Work health safety and return to work responsibilities

All workers at Council have a responsibility to:

- Take reasonable care for their own health and safety, and that of others.
- Comply with the Work Health and Safety Act, Return to Work Act, and relevant regulations, standards, codes of practice, and Council procedures.
- Use plant, equipment, and chemicals safely and only for their intended purpose.
- Cooperate with all safe work instructions, procedures, and agreed medical restrictions.
- Actively participate in the development and implementation of return-to-work plans, with the primary goal of supporting a safe and timely return to work.

Corporate systems and information

All employees must:

- Create and maintain records that accurately reflect business activities, decisions, and actions.
- Ensure records are captured in Council's Records Management System in line with policy.
- Protect and care for records, recognising they are Council property and are not to be removed, destroyed or deleted without proper authority to do so.

Policies and procedures

All employees are required to follow Council's policies, procedures, guidelines, and standards.

Special requirements

- Flexibility to work outside normal hours on occasion.
- Hold (or be willing to obtain) a current National Police Clearance.
- Willingness to travel as required.

Acknowledgement

This position description reflects the duties, outcomes, and behaviours expected of the role at the date of signing. It is intended as a guide to the scope of work and may be amended in consultation with the employee to meet Council's operational needs. Council may also require the employee to undertake other duties within their skills, competence, and training as reasonably directed.

Employee

I have read and understood the requirements of this position and agree to perform the duties to the best of my ability.

Name:	Signature:	Date:

Chief Executive Officer

Name:	Signature:	Date:

Document Control

Last Updated	25/09/2026
Reviewed by Manager People, Safety and Culture	REVIEWED <i>By Carmelina Catalano at 8:48 am, Sep 25, 2026</i>
Approved by Relevant Director	APPROVED <i>By Alyson Modlinski at 12:13 pm, Sep 25, 2026</i>