



JOB APPLICATION PACKAGE – PROCUREMENT AND CONTRACTS SUPPORT OFFICER



About Aqwest

AQWEST is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of AQWEST occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with AQWEST.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

Location, Location, Location!

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Benefits

Short Guide to Employee Benefits

As well as competitive remuneration, AQWEST also provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at AQWEST.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	<p>A fully funded service provided by AQWEST for employees and members of their immediate family to access counselling services.</p> <p>Any employee can access the service. Sessions are limited to four per family unit.</p>
Shower Facilities	Access to shower and change room for employees at the workplace.
Physiotherapy	Physio services available to employees.
Wellbeing program	Assistance provided for several personal services. Eg: Quit Smoking, Dietitian and Financial advice
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program.
Flexible Work Arrangements	<p>Flexible work arrangements to assist employees to balance work and personal life are by arrangement between AQWEST and the employee.</p> <p>Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.</p>
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> • Illness or injury. • Caring for immediate family or household members who are ill and require care. • Emergency affecting the staff member. <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Wellbeing Leave	2 Wellbeing leave days per annum
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Long Service Leave	Employees receive thirteen weeks of leave for seven years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.

Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Our Values



Accountability



Integrity



Respect



Transparency

Employment Conditions

Location	Water Services Centre – 2 Hayes Street, Bunbury
Conditions	Aqwest Enterprise Agreement 2022
Salary Package	Level 2-3 – from \$64,416 per annum dependant on skills and experience
Superannuation	AQWEST pays the superannuation guarantee plus an additional 1%. This is paid into a fund of the employee's choice.
Hours of Work	76 hours per fortnight
Pre-employment	<p>The recommended applicant(s) will be required to undertake the following:</p> <ol style="list-style-type: none">1. Full pre-employment medical assessment2. Psychometric testing relevant to position <p>Costs will be met by Aqwest.</p>
National Police Clearance	<p>The recommended applicant will be required to provide a current National Police Clearance.</p> <p>Cost will be met by Aqwest.</p>
Closing Date	<p>8:00am Monday 11 of August 2025</p> <p>Late applications will not be accepted.</p>

How to Apply

Preparing your Application

AQWEST is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the Position Description. Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Applications should be submitted by email to people@aqwest.com.au

Any questions can be directed to People and Culture via above email or phone 9780 9500.

Your application should include the following documents:

Covering Letter	The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)
Comprehensive Curriculum Vitae	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p> <p>When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.</p>
Referees	You will be requested to provide referee contact details if you are shortlisted for interview.
Addressing the Selection Criteria	<p>Please address each element of the selection criteria listed in the Position Description as attached. No more than one paragraph per criteria.</p> <p>The key is to:</p> <ul style="list-style-type: none">• Demonstrate capability by providing evidence of how you meet the selection criteria.• Provide specific and relevant details.• Where possible, include an indicator of success or a result.
Formal Qualifications	Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.





Aqwest Position Description

Position Title	Procurement and Contracts Support Officer
Job Level	2/3
Business Area	Financial Services
Department	Financial Services
Industrial Instrument	2022 Aqwest Enterprise Agreement
Responsible to	General Manager Financial Services
Supervision of	Nil
Primary Location	Water Services Centre, 2 Hayes Street, Bunbury 6230

Vision

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Values

 <p>Accountability</p>	 <p>Integrity</p>	 <p>Respect</p>	 <p>Transparency</p>
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Position Overview

The Procurement and Contracts Support Officer manages low-value, low-risk contracts and purchases straightforwardly from existing contracts. May assist with medium-value, medium-risk procurements under supervision. Duties include advising on simple procurement matters, administering low-risk contracts, aiding in procurement documentation, maintaining procurement records, monitoring contract performance, and executing basic procurement tasks. Also responsible for sustaining positive stakeholder relationships to ensure efficient procurement and contract operations.

Corporate Responsibilities

Workplace Health & Safety	<p>The employee shall take reasonable care:</p> <ul style="list-style-type: none"> a) To ensure his or her own safety and health at work; and b) To avoid adversely affecting the safety and health of any other person through any act or omission at work. <p>The employee shall:</p> <ul style="list-style-type: none"> a) Comply with all Aqwest policies and procedures; and b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.
Ethical Behaviours	<p>All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures.</p> <p>Participate in activities relevant to the control of fraud and corruption.</p>
Risk Management	<p>Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.</p>

Records Compliance Statement	Aqwest staff are legally obliged to follow Aqwest's procedures in accordance with Aqwest's Record Keeping Plan and the State Records Act 2000.
Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

Key Responsibilities

Procurement Planning

- Provides general advice to business areas on appropriate supply mechanisms for general procurement, including defining outcomes, specifications, market research, spending approvals, and timeframes.
- Provides advice to clients, contractors, and potential suppliers on routine procurement planning, contract development, and contract management, including contract renewal and extension strategies.
- Develops, conducts, and reports on probity, risk and quality assurance.
- Applies existing guidelines to prepare, action, and record general correspondence, corporate documentation, briefings, reports, and proposals relating to procurement activities.
- Undertakes contract research, analysis, and reporting.
- Creates, reviews, and updates risk and issues assessments and related documentation for low-risk procurements.

Contract Formation

- Assists in developing low-risk contracts and procurement documentation.
- Supports or facilitates tender evaluations and prepares tender evaluation reports and other contract or procurement documentation for low-risk contracts.
- Provides a support role to key stakeholders in the procurement process.

Contract Management

- Administers low-risk contracts, ensuring compliance with relevant government and agency procurement policies and delegations.
- Uses procurement systems to maintain accurate contract records, including contractor, insurance, and payment details.
- Measure, monitor and manage on-going contract governance, risk, performance and financial management.
- Validates invoices and ensures that payment schedules are met.
- Completes contract variations in accordance with predetermined processes, including evaluating risk.
- Develops and maintains working relationships with suppliers and customers at an operational level.
- Advises suppliers and customers on routine contract management issues in line with contract terms and conditions and relevant policies.
- Assists in contract review and exercises the appropriate extension, expiry, or transition option.
- Complies with and applies government and agency disposal procedures.

Other

- Provides business and administrative support to the team.
- Leverages organizational skills to prioritize tasks and meet competing deadlines.
- Works collaboratively within a team and shows initiative.
- Performs other duties as directed.
- Always maintains probity in the context of a Government Trading environment.

The duties contained in this Position Description are to be used as a guide for the position.

Qualifications/Certificates/Licences

- Nil
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Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Understands, applies and advises on the principles of value for money in decision making.
- Acts with integrity and undertakes all procurement activities in line with best practice and complies with policy requirements and supports others to do the same.
- Excellent written and oral communication skills with the ability to prepare technical documents.
- Excellent research, problem solving, analytical and reporting skills.
- Advanced level Microsoft Office skills in Word and Excel including word processing and template creation/amendment.
- Demonstrated ability to work as part of a multidisciplinary team with the ability foster positive workplace relationships.
- Demonstrated experience in a similar role

Desirable

- Experience in supporting contract development, administration and/or project management activities.
- Experience in using and maintaining a database.
- Understand the principles of the WA Procurement Rules and best practice in procurement
- Understands government and organisational procurement requirements including Buy Local, engaging Western Australian Disability Enterprises and Registered Aboriginal Businesses, , and sustainable procurement considerations