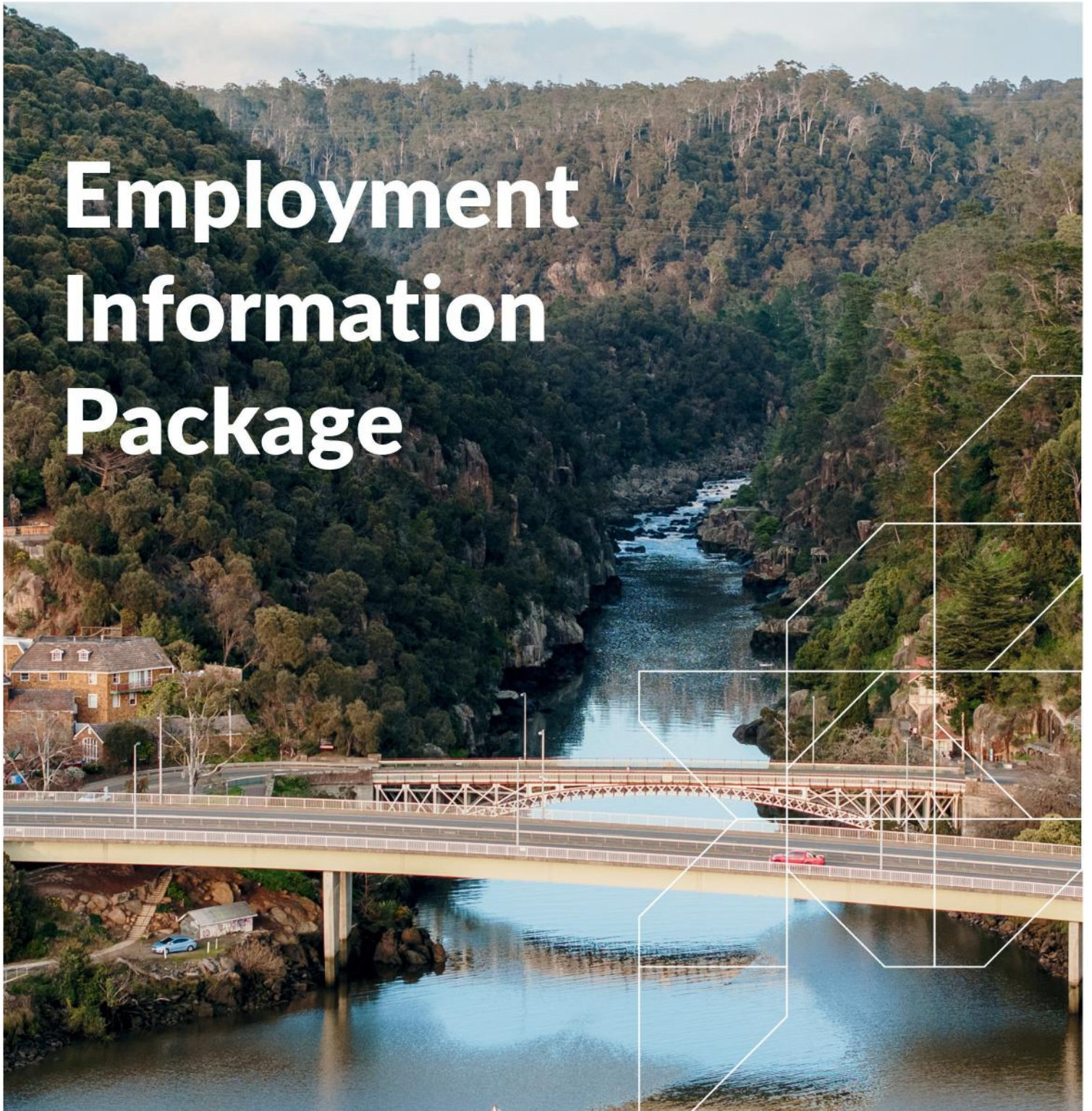


Employment Information Package



Team Leader Procurement

Position number: POS1588

Enquiries:

Name: Byron Fraser

Position: Senior Leader Finance and Technology

Phone: 03 6323 3153

Email: byron.fraser@launceston.tas.gov.au

Application closing date: SUNDAY 12 JULY 2026

📍 Town Hall
18-28 St John Street
Launceston TAS 7250

✉️ PO Box 396
Launceston
TAS 7250

☎️ 03 6323 3000
@ contactus@launceston.tas.gov.au
🌐 launceston.tas.gov.au

 City of
LAUNCESTON

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Address applications to:

Senior Leader People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

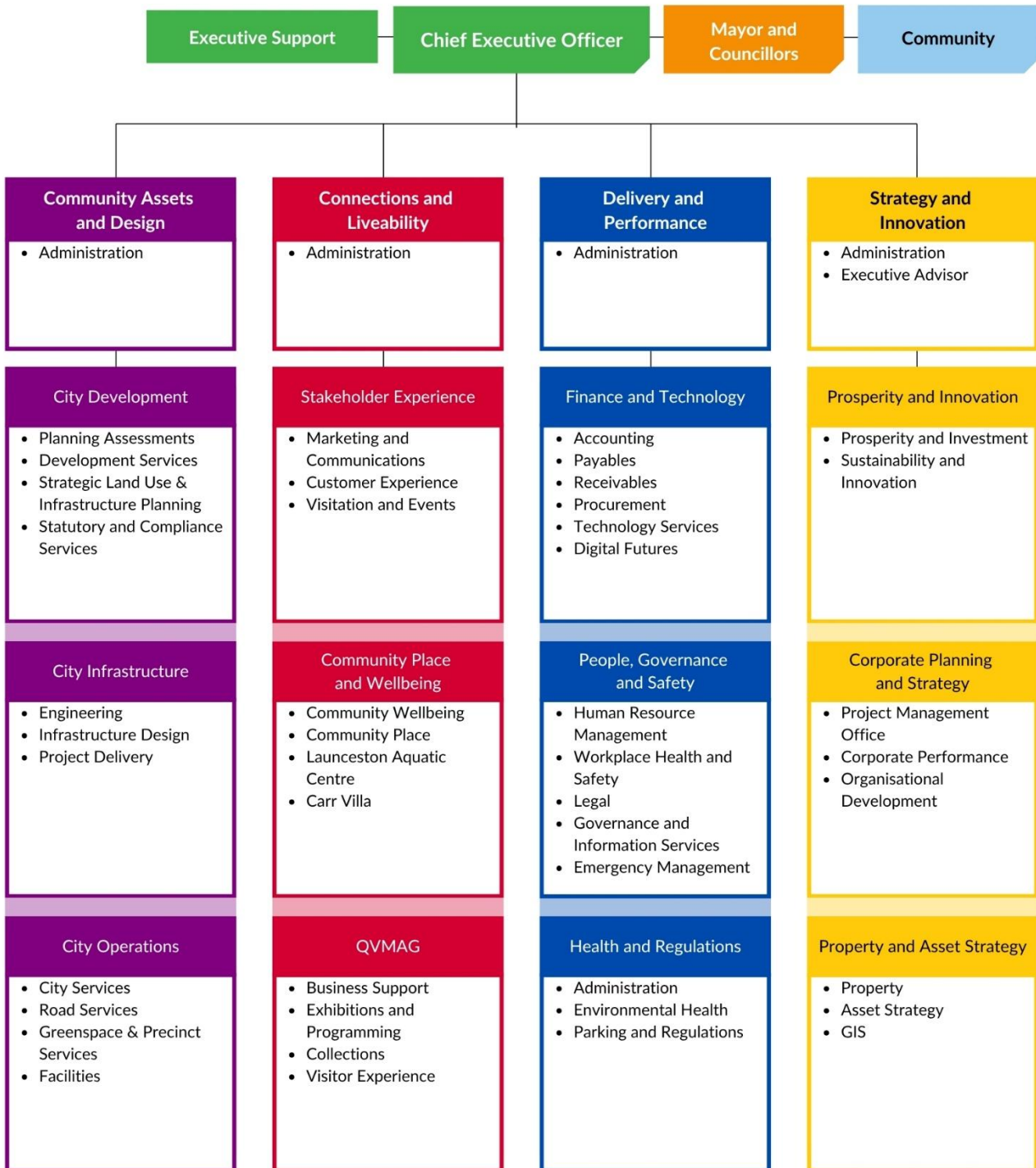
Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Team Leader Procurement
Employment terms	Full time permanent
Working pattern	Compressed 4 day work week or 9 day fortnight 76 hours per fortnight
Total remuneration	\$120,110 to \$136,706 per annum* <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$104,217 to \$118,617
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS1588
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POSITION TITLE:	Team Leader Procurement
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Procurement Finance & Technology Delivery & Performance
REPORTS TO:	Senior Leader Finance & Technology
PREPARED BY:	Byron Fraser
DATE:	June 2026

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery & Performance

POSITION PURPOSE (Why does this position exist)

The purpose of the Team Leader Procurement role is to lead and continuously improve the Council's procurement function so that procurement activity is compliant, transparent, well planned and delivers value for money for the community.

The key objectives of the role are to:

- lead, support and develop the Procurement team to deliver timely, practical and customer-focused procurement services across the organisation;
- provide specialist advice and guidance to leaders and employees on procurement planning, tendering, evaluation, contract establishment and supplier engagement;
- promote probity, fairness, accountability and transparency in procurement practices, consistent with Council policies, delegations, legislative requirements and better practice principles;
- support effective contract and supplier management to improve service outcomes, manage risk and strengthen value for money;
- use procurement data, reporting and market insights to identify savings, efficiencies, compliance trends and continuous improvement opportunities; and
- build organisational procurement capability by improving systems, processes, templates and guidance for internal customers.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
Leadership		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
People Leadership	Engage and motivate employees, develop capability and potential in others and role model a safe and constructive culture, in line with Our Values. Communicate organisational goals, priorities and vision and recognise achievements. Communicate clearly and respectfully, listen and encourage input from others. Create an environment where our workforce adapts and responds to changing needs. Achieve results through efficient use of resources and a commitment to quality outcomes	Roles and responsibilities are clearly defined and understood. Clear performance standards and goals are set and monitored. Regular, clear and constructive two-way feedback is provided and received. Learning and developing opportunities are made available. A supportive and well-performing team environment is maintained.
Resource Management - financial, equipment, technology	Manage budget and procurement processes within authorisations and policy requirements and demonstrate financial responsibility. Use, allocate and maintain plant and equipment appropriately. Use technology and information to maximise efficiency and effectiveness.	Budgets are monitored and accurately maintained. Plant and equipment is fit for purpose. New and existing technologies are utilised effectively.
Service Planning & Delivery	Plan and prioritise work in line with organisational goals and adjust to changing priorities. Think, analyse and consider the broader context to develop practical solutions to solve problems. Encourage and suggest new ideas and demonstrate a commitment to continuous improvement. Achieve results through efficient use of resources and a commitment to quality outcomes. Commit to delivering community focused services in line with strategic goals.	The team is clear on their priorities. Work practices are continually reviewed and improved. Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity. Customers are responded to and feedback is sought.
Safety & Risk Management	Ensure safety and risk management practices form part of all work activities. Ensure the Safety Circle learnings are practiced and encouraged.	Safety and risk considerations are reflected in work activities.

Accountabilities	Activities/Tasks include:	Success looks like ...
Collaborate	<p>Work collaboratively within your team and across other teams.</p> <p>Support delivery of the Team's strategic and annual plan actions.</p> <p>Work with other teams as relevant to technical role accountabilities.</p>	<p>Team meetings that encourage input from team members.</p> <p>Collaborative opportunities are sought across other teams.</p>
Innovation	<p>Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.</p>	<p>Improved work practices and projects.</p>
Technical		
Strategic procurement and policy	<p>Lead the development, review and continuous improvement of procurement policies, procedures, templates and guidance.</p> <p>Provide strategic procurement advice that supports Council priorities, service delivery objectives, value for money and responsible use of public resources.</p> <p>Contribute to sector initiatives, professional networks and better practice procurement approaches relevant to local government.</p>	<p>Procurement strategy, policy and guidance are current, practical and aligned with Council priorities.</p> <p>Procurement activity demonstrates value for money, accountability and community benefit.</p>
Procurement advice, planning and delivery	<p>Provide specialist advice and support to internal customers on procurement planning, market approaches, specifications, evaluation methods and procurement documentation.</p> <p>Lead, coordinate or support Request for Quote, Expression of Interest, Tender and other procurement processes from planning through to recommendation, award and contract establishment.</p> <p>Support leaders and employees to undertake procurement in a timely, consistent and customer-focused manner.</p>	<p>Procurement processes are well planned, fit for purpose and delivered within agreed timeframes.</p> <p>Internal customers receive timely, practical and consistent procurement advice.</p> <p>Procurement decisions are supported by clear documentation and sound analysis.</p>
Governance, probity and compliance	<p>Promote procurement practices that are fair, transparent, ethical, accountable and defensible.</p> <p>Ensure procurement activity is undertaken in accordance with Council policies, delegations, procurement thresholds, legislative requirements and approved procedures.</p> <p>Maintain and improve procurement records, reporting, approval pathways and decision-making documentation.</p>	<p>Procurement activity is compliant, transparent and able to withstand internal and external scrutiny.</p> <p>Records clearly demonstrate how procurement decisions were made and approved.</p>

<p>Contract, supplier and market management</p>	<p>Support effective contract establishment, contract administration and supplier performance management across the organisation.</p> <p>Provide advice and escalation support for contract variations, extensions, disputes, complaints and supplier performance issues.</p> <p>Support fair and accessible procurement opportunities for local and regional suppliers, while maintaining probity, competition and value for money.</p> <p>Contribute to safe and consistent contractor onboarding and supplier engagement practices.</p>	<p>Contract risks, variations and supplier performance issues are identified and actively managed.</p> <p>Supplier engagement is professional, fair and consistent.</p> <p>Local and regional supplier participation is supported without compromising value for money or probity.</p>
<p>Procurement systems, data, reporting and continuous improvement</p>	<p>Use procurement systems, spend data, reporting and market insights to identify compliance trends, savings, risks and improvement opportunities.</p> <p>Monitor and report on procurement activity, including procurement pipeline, contract information, supplier performance and policy compliance.</p> <p>Improve procurement systems, workflows, templates and guidance to build organisational procurement capability and improve the customer experience.</p> <p>Optimise stores and inventory processes where they form part of Council's procurement and supply chain arrangements.</p>	<p>Procurement reporting provides useful insight for decision-making, compliance monitoring and continuous improvement.</p> <p>Systems, templates and processes are practical, efficient and easy for internal customers to use.</p> <p>Stores and inventory arrangements support service continuity and operational needs.</p>
<p>Work Safely with a Duty of Care for fellow employees and ensure procedural compliance</p>	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, an employee may be directed to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK

	Yes/No
Working with Vulnerable People Check required?	No
If yes, include in Selection Criteria table below	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focused: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focused: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> Manage & Develop People: Lead, mentor and develop team members to achieve required skills and to work efficiently Financial Management: manages financial resources responsibly Inspire Direction & Purpose: generates support and commitment to team and organisational goals Work Collaboratively: works collaboratively within own team and across the organisation Assess and analyse data, and prepare reports. Sound understanding of best practice in purchasing, procurement and inventory control activities, covering a diverse range of goods and services Success in commercial negotiation, including leading difficult conversations involving contractual issues, complaints and disputes in a professional manner Demonstrated ability to build strong relationships with internal and external customers through excellent customer service 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Relevant qualification from a tertiary institution, or substantial relevant work experience with the desire to undertake formal qualifications. Proven experience in the management of tenders, requests for quote, and expressions of interest processes from preparation through to contract development and award Proven contract management experience An understanding of contract law 	

REPORTING STRUCTURE	
Leader	Senior Leader Finance & Technology
Direct Reports	4-6

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
City of Launceston employees	City of Launceston employees are our internal customers and we provide them with assistance in all aspects of the procurement process
Councillors	The Council has an ongoing interest in procurement
External	Nature of Relationships
Suppliers	Commercial, contractual and professional

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$50,000

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the current Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a Team Leader</p> <ul style="list-style-type: none"> • Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism; • Seeks and accepts challenging assignments and other development opportunities; • Seeks feedback broadly and asks others for help with own development areas; • Translates feedback into an opportunity to develop; • Demonstrates relevant leadership capabilities; and

- Actively participates in development opportunities.



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