

South Bank Corporation

We acknowledge Aboriginal and Torres Strait Islander peoples as the custodians of the land and waters where South Bank exists today. We offer our respect to elders past and present as we work towards a just, equitable and reconciled Australia.

Position Description

1. The Position

Position Title	Procurement Officer
Reports to	Senior Manager, Contracts
Created	August 2026

2. Scope

The Procurement Officer assists the Corporation in maintaining high standards of governance in procurement activities. The Officer ensures that procurement activities are undertaken in accordance with the Corporation's policies, procedures and contractual obligations. The officer also supports the Corporation in meeting its legislative and mandatory requirements for a Statutory Body of the Queensland Government.

3. Key Responsibilities/Activities

- Support the Senior Manager, Contracts in ensuring compliance of the SBC Procurement Framework, policies and associated processes and guidelines across the Corporation.
- Provide procurement support and services to business areas to ensure procurement outcomes meet business needs.
- Review pre-market approaches, supplier selection and procurement plan documentation.
- Foster and promote ethical standards and act as an ambassador of SBC in promoting fair and transparent procurement governance and process.

- Develop and maintain relationships with key stakeholders to drive awareness through procurement practices, maximize benefits and ensure positive working relationships.
- Oversee and coordinate tender processes from planning through to contract award, ensuring compliance with the Corporation's policy and procedures.
- Assist in the development of policies, procedures and guidelines to manage procurement requirements.
- Assist in the development of training to educate the organisation on procurement requirements.
- Participate in projects as a team member as required.
- Undertake such activities as may be necessary from time to time to support the Corporate Services team or other teams within the Corporation.

4. Key Skills, Knowledge & Experience Required

- Understanding of legislation policies and practices associated with the provision of high-level procurement support services including the management of end-to-end procurement process.
- Understanding of procurement frameworks and the supporting procedures.
- Demonstrated knowledge of software packages and information systems, including Microsoft Office programs, which support administrative, asset and procurement functions.
- Sound level of written and oral communication, negotiation, and consultation skills, including the ability to operate effectively as a member of a team or workgroup.
- Ability to apply skills in analysis, investigation, research, problem solving and decision making.
- Ability to contribute to team direction, give and receive feedback and achieve agreed performance standards to contribute to a culture of performance excellence.

5. South Bank Corporation Vision, Purpose and Values

Our Vision

A world-leading urban precinct that welcomes, engages and inspires.

Our Purpose

To be a renowned place manager, recognising the demand for green space in Brisbane's inner city.

To innovate, manage and maintain our enviable reputation as Brisbane's premier recreational, cultural, educational and entertainment precinct.

Redevelop key sites while strengthening physical integration and relationships within the immediate neighbourhood.

Our Values

We strive to be...

1. Inclusive
2. Sustainable
3. Collaborative
4. Curious
5. Bold

6. Key Behaviours

The Corporation workplace behaviour promotes an inclusive, performance focused culture using a One Team approach.

We respect, protect and promote human rights in our decision-making actions.

Expected personal behaviours:

Commitment to quality & results

Sets high standards of performance for self and reinforces high-performance standards to individuals and team; focuses attention on achieving key performance outcomes; sets specific goals for self; communicates clearly and concretely the results to be achieved; critiques own performance; willing and able to learn and apply new technology, processes and procedures.

Innovation & creativity

Considers a range of creative alternatives; tries different and novel ways to deal with an issue; contributes own ideas.

Understanding business

Has and uses knowledge of systems, situations and culture inside the Corporation to identify potential organisational issues, problems and opportunities. Has and uses knowledge of societal, technical, political and government issues outside the Corporation to identify potential problems and opportunities.

Customer service excellence

Places the customer at the core of our business; makes efforts to listen to and understand the customer; gives high priority to customer satisfaction; develops, maintains and supports productive customer relationships; makes customer needs and expectations a primary focus of action.

Collaboration

Maintains effective work relationships; readily volunteers and exchanges information and ideas, provides and accepts constructive criticism; supports and implements group decisions; shows respect and seeks to support colleagues and customers.

Our approach to tasks are:**Solution focused**

Gathers relevant information, considers appropriate variables to identify the solutions to challenges for systems or processes; takes relative seriousness and urgency of problem into account; and demonstrates a can-do attitude.

Safety focused

Knows and accepts the importance of adhering to safety rules, practices and procedures; monitors own safety and the safety of others; checks reporting and if necessary, takes action on workplace safety hazards.