



Join our team

Sourcing Officer
Full time permanent

Position Description



About us

We provide services to more than 69,000 households and businesses across 43 towns, comprising a diverse, complex, and geographically dispersed asset base, with over 375 team members across eight departments.



So why choose us?

We exist to deliver reliable, high-quality water, wastewater and waste recovery services to ensure the economy and liveability of the central Gippsland region.

Our region is diverse which presents many challenges, and we play an important role in its ongoing stability and transition.

We're continuing to focus on:

- maintaining quality water and wastewater services for our customers at an affordable price
- our sustainable future and the future of the region, and
- the role we play in the future.

Our people

Our strategic priorities provide the direction and insight into how we will deliver on our vision, highlighting that our people play an integral role in our ability to achieve successful outcomes for our customers and the community.

We're committed to building a diverse and inclusive workplace and strongly encourage applications from experienced women and men, people with disabilities, LGBTIQ+, ATSI, culturally and ethnically diverse candidates to best represent and engage with communities we live and work in.

Our achievements

With a clear strategy, strong leadership and driving accountability in a consistent way across the business we've been able to drive a positive and constructive culture shift, and a sustained increase to employee engagement.

Our values

We take pride in partnering with the community in providing quality water and waste services so we can enjoy a healthy and sustainable Gippsland for generations to come.

Our values are:

- Safety and wellbeing
- Customer focussed
- Innovation
- Accountability
- Collaboration
- Integrity & Respect

What we have to offer

We are growing, innovative and committed to ensuring that Gippsland Water remains a great place to work. We do this by offering a flexible and stimulating workplace and investing in our people to enable us to adapt to the changing needs of our region.

But that's not all - it's also about freedom. We support our people to achieve their potential by providing the freedom to learn, explore and be true to their passion.

Interested to find out more?

For more information about our career opportunities and what we can offer you, please visit www.gippswater.com.au/careers

POSITION DETAILS

Position Title	Sourcing Officer
Department	Corporate, Strategy and Technology
Reports to	Category Lead
Direct Reports	Nil
Location	Traralgon
Employment Type	Full-time
Band	3

PURPOSE OF THE ROLE

Support Gippsland Water's delivery of essential services and organisational objectives by leading compliant, value-for-money sourcing activities and providing specialist procurement advice across the business. The role enables effective market engagement, improved procurement governance and efficient use of organisational resources through structured sourcing outcomes and adoption of centralised procurement practices.

KEY ACCOUNTABILITIES

The role is responsible for the following core accountabilities:

- Deliver compliant, defensible and value-for-money sourcing outcomes in accordance with organisational policies, procurement frameworks and legislative requirements, ensuring procurement activity supports organisational objectives and the effective use of resources.
- Lead end-to-end sourcing activities for assigned categories and procurement initiatives, including planning, market engagement, evaluation and contract award processes, ensuring timely and effective procurement outcomes.
- Support the implementation of category strategies and demand aggregation initiatives by coordinating sourcing pipelines and identifying opportunities to improve sourcing efficiency and supplier value.
- Provide specialist procurement and commercial advice to internal stakeholders, enabling informed decision-making and consistent application of procurement requirements and governance standards.
- Maintain accurate sourcing documentation, approvals and procurement records within organisational systems, ensuring information is audit-ready, compliant and supports effective governance.
- Contribute to the continuous improvement of procurement systems, processes, tools and capability by promoting adoption of centralised procurement

practices and supporting organisational procurement maturity.

- Build effective working relationships with stakeholders, suppliers and colleagues to support collaborative procurement outcomes and positive customer and business experiences.
- Provide guidance and knowledge sharing to team members and stakeholders to support consistent procurement practices, capability development and continuous improvement across the organisation.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated experience in procurement, sourcing, supply chain or commercial roles, including delivery of end-to-end sourcing activities.
- Experience conducting requests for quotation, tender and market engagement processes in a structured and compliant environment.
- Sound knowledge of procurement governance, probity principles and value-for-money procurement practices.
- Ability to analyse procurement requirements, evaluate options and make evidence-based recommendations.
- Strong stakeholder engagement and communication skills, including the ability to provide practical procurement advice to a diverse range of internal customers.
- Ability to manage multiple priorities and deliver sourcing outcomes within agreed timeframes.
- Strong written communication skills, including preparation of sourcing documentation, evaluation reports and recommendations.
- High attention to detail and ability to maintain accurate procurement records and documentation.

Desirable

- Experience working in the public sector, utilities sector or another regulated environment.
- Experience with Enterprise Resource Planning (ERP) enabled procurement systems, including Oracle or similar platforms.
- Knowledge of Victorian Government procurement frameworks and requirements.
- Exposure to category management, demand aggregation and procurement transformation initiatives.

QUALIFICATIONS AND MANDATORY REQUIREMENTS

Desirable

- Tertiary qualification in procurement, supply chain, commerce, business or a related discipline.

Mandatory Requirements

- Police check

HOW PERFORMANCE IS MEASURED

Performance in this role is measured through:

- Sourcing activities are delivered within agreed timeframes and in accordance with procurement governance requirements.
- Procurement documentation, evaluations and approvals are accurate, complete and audit-ready.
- Stakeholders receive practical and timely procurement advice that supports effective decision-making and positive procurement outcomes.
- Procurement activities achieve compliant, defensible and value-for-money outcomes.
- Procurement systems and processes are consistently adopted and support improved governance and data quality.
- A positive contribution is made to team capability, collaboration and continuous improvement initiatives.



Gippsland
Water