

Message from the CEO

"I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024- 2027.

Our vision is to be a nation leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us."

Kelly Grigsby

CEO, Municipal Association of Victoria

PD Project Officer – Reporting, Systems, and Training

Position Snapshot – Project Officer – Reporting, Systems and Training

Our vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design, and advocacy impact. Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

We provide member services, including MAV Procurement. MAV Procurement is a not-for-profit unit focused on achieving better procurement outcomes for local government in Victoria. By leveraging the combined purchasing power of councils, we can achieve better value on products and services.

Working with our members and suppliers we reduce procurement costs, simplify processes, and improve services while delivering sustainable outcomes for communities and local government.

MAV Procurement provides panel contracts covering a wide range of goods and services, including national contracts managed in partnership with other states, specialist procurement training and eLearning, procurement advice and support, data analytics, and facilitation of key sector initiatives, including best practice and collaboration.

The Project Officer, contributes to the objectives of MAV Procurement by:

- Managing MAV Procurement's end-to-end supplier sales reporting system, including administering the platform, ensuring supplier compliance, calculating and collating rebate data.
- Leading communication and engagement with suppliers in relation to the reporting and rebate collection process.
- Working with MAV Accounts to issue quarterly supplier rebate invoices, and contract establishment and administration fees.
- Developing and implementing processes to streamline and enhance MAV Procurement's supplier reporting and rebate collection.
- Working with suppliers, councils and other MAV Procurement staff to develop and implement projects to identify and reduce rebate leakage.
- Maintaining and improving MAV Procurements databases for supplier sales, training, and eLearning and circulating relevant reports to the team where agreed.
- Management of the relationship with internal vendors including VendorPanel, Propello, Simply Logical and CreditorWatch, and working with them to streamline and enhance the effectiveness of their systems.
- Overall management of MAV Procurement's training, eLearning and procurement analytics programs and working with internal stakeholders to on these where needed..
- Undertaking other strategic projects in relation to the above, as required.

Your Sphere of Influence and Key Relationships

Reports to	Manager, Growth and Engagement
Internal	Executive Team Senior Leadership team MAV Procurement team MAV Finance team MAV Communications and Engagement team MAV Staff
External	MAV suppliers – particularly reporting leads Council officers participating in the MAV’s procurement training, eLearning, and data analytics programs MAV Procurement vendors including VendorPanel, Propello, Simply Logical, DocuSign, and CreditorWatch.

Key Performance Indicators (First 12 Months)

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- A deep awareness of the MAV, its procurement-related stakeholders, and the challenges and the opportunities associated with the MAV’s operation.
- Consultations with key stakeholders have taken place, giving you the opportunity to support the development of the unit’s strategic plan and lead the development of key actions and initiatives for your team and direct reports.
- You have connected with key council staff, internal and external stakeholders, partners, and procurement suppliers to further develop relationships and support the delivery of key actions and initiatives in your team.
- You have engaged with your team, created interdependences and are leveraging the best knowledge skills and talents to deliver quality outcomes.

Vision for MAV 2027

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision.

Your Personal Attributes

Key Competencies	Innovator – You strive to generate innovative solutions and find new ways to tackle problems and seize opportunities. You are proactive, always taking prompt action to accomplish objectives and going above and beyond to achieve goals.
	Communicator – You focus on developing and leveraging collaborative relationships to achieve your goals. You take the time to stay informed about the internal and external environment, understanding organisational dynamics and proactively navigating the stakeholder landscape. Additionally, you prioritise the customer perspective and work to create service practices that meet their needs and the needs of the organisation.
	Change Agent – you strive to maintain your effectiveness even when faced with major changes in your work responsibilities or environment. You adapt quickly to new structures, processes, requirements, or cultures in order to continue performing at a high level. You also take proactive measures to identify areas for improvement and implement solutions, creating positive change in my work environment.

Team Player - You actively participate as a valuable member of your team, working together to achieve your shared goals. You understand the importance of effective collaboration and maintain good working relationships with your colleagues. By working cooperatively with others, you contribute to the success of the team.	
Qualifications	Qualifications in procurement, administration, or a related field or relevant professional experience.
Experience	- Successfully delivering time sensitive projects and activities requiring the coordination of multiple tasks and stakeholders. - Successfully managing communication and engagement with internal and external stakeholders to achieve positive business outcomes. - Management and preparation of data analysis, reports and briefings to inform decision making. - Proven ability to identify and implement business process improvements. - Confidence in decision making and relaying outcomes and feedback to senior management. - Excellent organisational skills to manage delivery of multiple projects / tasks concurrently. - The ability to perform tasks without direct supervision and effectively manage and balance workload to meet priorities.
Specialist skills and knowledge	- At least 2 years' experience working with VendorPanel systems. - A well-developed understanding of public-sector panel contracts and collaborative purchasing arrangements. - Strong supplier management skills and experience ensuring compliance with obligations. - Excellent stakeholder engagement and management skills. - High level computer literacy in Microsoft Office, particularly the analysis and presentation of data using Microsoft Excel. - Sound knowledge and understanding of training and professional development programs, both online and in-person. - A deep understanding of Victorian Local Government and the 79 MAV member councils.

Your Key Responsibilities

Strategic	- Contribute to the business planning and objective setting as part of the MAV's business planning activities. - Establish a strong professional network with relevant local government stakeholders, agencies, and bodies to
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	support the delivery of the MAV's strategic plan and beneficial outcomes for the local government sector. • Apply understanding of the political, social and legal environment and organisational context of the MAV. • Build and leverage key political and stakeholder relationships to strategically advocate for the MAV, and the local government sector, in its dealing with key stakeholders, government agencies, the community and media.
Corporate	• Live the MAV's values and management behaviors, at all times, role modeling these behaviours for the broader MAV team. • As part of the MAV Procurement, demonstrate commitment to an organisation culture that rewards innovation, continuous improvement and service excellence. • Work across the organization, demonstrating cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community. • Demonstrate a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders. • Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.
Unit	• Live the MAV's values and management behaviors, always setting a strong example for the broader MAV Team. • As part of MAV Procurement, contribute to an organisation culture that rewards innovation, continuous improvement and service excellence. • Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community. • Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders. • Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.

Shared Organisational Responsibilities

Safe Workplace	• Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:
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	- Follow reasonable instruction; - Cooperate with their employer; and - At all times, take reasonable care for the safety of others in the MAV workplace.
Policies and Procedures	Undertake responsibilities in line with all MAV policies related to the position including: Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.
Legislative Framework	- Complete responsibilities of this position in line with the relevant legislation for which the unit is responsible. - Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the unit.
Risk Management	- Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for. - Create an environment where managing risk is accepted as the personal responsibility of each employee.

Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

Office Duties	- Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break. - Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries.
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Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as the Programs and Development Lead.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: 25 September 2025