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| |  |  | | --- | --- | |  | Position Description  [All Calvary Services/Service]  Version: [1.0] | |

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| **Position Title:** | | Purchasing Officer | | | |
| **Position Number:** | | NA | **Cost Centre:** | | J1108 |
| **Site/Facility:** | | Calvary Support Office – Collins Street Melbourne | | | |
| **Department:** | | Procurement | | | |
| **Enterprise Agreement** | | Salaried | | | |
| **Classification:** | | TBC | | | |
| **Reports To:** | | Procurement Lead – Aged Care and Home Care | | | |
| **Date of Preparation:** | | 12 November 2021 | **Date Updated:** | | 17 October 2024 |
| **Primary Purpose** | | | | | |
| The Purchasing Officer role sits within the National Procurement Team. This role provides support services to the Little Company of Mary (LCOM) and its associated entities, including Calvary Health Care Hospitals, Retirement and Aged Care Communities (including previously named Japara Retirement and Aged Care Communities) and Community Care across the States and Territories in which Calvary operate facilities.  Reporting to the Procurement Lead – Aged Care and Home Care, the Purchasing Officer is responsible for routine purchasing, purchase order management and basic management and process compliance of Calvary supplier contracts. | | | | | |
| Organisational Environment | | | | | |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.  Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***Professional:***   * Provide support to the Procurement Lead and the Procurement team to facilitate achievement of strategic and operational procurement objectives; * To assist the Procurement Lead and Procurement team in procurement functions including: tender and evaluation processes, management of purchasing systems, and enhancements of Finance 1; * Responsible for processing and management of purchase orders to support the purchasing activities across LCOM entities; * Responsible for communicating with suppliers to remediate non-compliance issues and resolve basic contractual issues that arise; * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements; and * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.   ***Documentation:***   * Assist the Procurement team to maintain up to date information in contract management, purchasing and inventory systems; * Assist Procurement Lead and Procurement team with preparation of documents for tender process and contract management; and * Assist in establishing and maintaining LCOM’s approved suppliers and supplier directory.   ***Communication:***   * Assist in maintaining positive supplier relationships; * Collaborate with key stakeholders on special projects and tenders; * Liaise with suppliers and contractors; * Liaise with internal procurement teams as required; and * Assist operations teams with day-to-day queries regarding suppliers.   ***Decision Making:***   * Contribute to the annual planning cycle to identify projects, training and other improvement opportunities; and * Other projects as directed by the Procurement Lead.   ***People and Culture:***   * Build effective working relationships with key internal and external stakeholders; * Promote harmonious relationships across the Calvary network; and * Demonstrate and promote the mission and values of the organisation.   ***Service Development & Performance:***   * Assist in the creation, implementation and maintenance of efficient and effective processes; * Negotiate pricing in conjunction with Procurement teams as required; and * Proactively contribute to continuous improvement of business processes and procedures nationally.   ***WH&S Responsibilities:***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary Connect) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Head of Procurement * Procurement Specialists * Contracts Coordinator * General Managers, Home Managers and other Hospital, Community and Retirement and Aged Care staff * Facility and Supply Managers * Procurement Team | | | | |
| External: | * Calvary Patients, Residents and Clients * Calvary Suppliers/Contractors | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * N/A | | | | |
| Budget: | **Click here to enter text.** | | | | |
| Selection Criteria | | | | | |
| ***Essential***   * Effective analytical and process improvement skills * Effective writing skills * Strong organisation and time management skills * Stakeholder management experience in a flexible, multi-skilled team environment * Advanced interpersonal, communication and customer service skills * High level computer literacy including MS products and contract management, purchasing and finance systems * Ability to work both autonomously and as part of a team   ***Desirable***   * Certificate IV, or undertaking in, Administration/Purchasing or equivalent or other relevant depth of experience in procurement. * Experience in the health care industry | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |