



# Procurement Specialist

## Position Description



EMPLOYMENT TYPE	Full-time
HOW TO APPLY	We accept applications online <a href="http://benetas.com.au/careers">http://benetas.com.au/careers</a>
COMPANY INFO	Visit our website <a href="http://www.benetas.com.au">www.benetas.com.au</a>
CONTACT DETAILS	Telephone: (03) 8803 9481
REPORTING RELATIONSHIPS	Reports to: Procurement Services Manager Direct Reports: Not applicable

## Our Vision

Through the Benetas Commitment, we help deliver a positive, fulfilling experience of ageing where everyone has the opportunity to age well in communities of choice and support.

## ORGANISATIONAL CONTEXT

Benetas is a not for profit organisation dedicated to supporting older Victorians and their friends and carers through a range of services. Our services include a network of residential aged care homes, independent living villages, as well as respite and home care services. We also provide In Home Nursing services for people of all ages. We are proud of the significant impact we make to the community through our commitment to research and advocacy on behalf of older people as well as our One Wish program and Hardship fund. Benetas was founded by the Anglican Diocese of Melbourne in 1948.

Benetas is also committed to its people. Seventy-nine per cent of Benetas staff say Benetas is 'A truly great place to work.' We care about our people's health and wellbeing and invest significantly in their development. We take pride in being a diverse and inclusive employer. We respect and value differences and we encourage people of all ages and backgrounds to apply. Benetas is a recognised leader in Gender Equality, having been awarded an Employer of Choice citation by the Workplace Gender Equality Agency for 11 years in a row.

## Role Purpose

This is a mid-level role and is critical to support the Procurement Services Function to deliver process improvements, meet operational objectives and manage its compliance, contract management, reporting and administrative requirements

Working in good company

## Evidence of the right to work in Australia

All Benetas team members must provide evidence of their valid working rights. Appropriate evidence includes an Australian/ New Zealand birth certificate or passport, Citizenship certificate, Permanent residency certificate or an International passport with evidence of a valid working visa. All visas are subject to a Visa Entitlement Verification Online (VEVO) check.

## Police check

All Benetas appointments are subject to a satisfactory police check, and a statutory declaration for those people who have lived overseas over the age of 16 for more than 12months.

## CORE BEHAVIOURS APPLICABLE TO ALL STAFF

Key Result Areas	Key Tasks/ Behaviours
Living our values in the way we behave and interact with others	<p><b>Respect</b> - Takes time to understand and value each person and respects their choices</p> <p><b>Community</b> - Builds strong relationships amongst stakeholders by working together in an open, involving way</p> <p><b>Spirit</b> - Builds a positive energetic culture dedicated to creating fulfilling life experiences for older people</p> <p><b>Responsibility</b> - Acts with integrity toward our clients, their families and carers and the broader community</p>
Leadership and Team	<ul style="list-style-type: none"> <li>Leads by example</li> <li>Maintains a positive approach that promotes confidence in those around them</li> <li>Is open to feedback</li> <li>Achieves agreed work goals</li> <li>Builds and maintains effective relationships with clients, families and colleagues</li> </ul>
Health, Safety and Environment	<ul style="list-style-type: none"> <li>Displays responsibility for self, team and environment</li> <li>Demonstrates positive approach to own safety and safety of others</li> <li>Achieves agreed work goals relevant to health, safety and environment</li> </ul>
Continuous Improvement: Quality and Sustainability	<ul style="list-style-type: none"> <li>Responds to the needs of residents/clients and the changing environment in which our service operates</li> <li>Takes initiative in making improvements to work processes</li> <li>Actively seeks new ideas and improvement</li> <li>Demonstrate evidence of continuous improvement activities</li> <li>Strives for best practice</li> <li>Embraces and adapts to change</li> </ul>
Professional and personal development	<ul style="list-style-type: none"> <li>Takes responsibility for driving own professional development, expertise and personal development</li> <li>Completes all relevant on and off-the-job learning experiences</li> </ul>

## SELECTION CRITERIA

Training/Qualifications	
<ul style="list-style-type: none"> <li>• Appropriate professional qualifications and/or substantive experience is essential</li> </ul>	
Essential Skills and Experience	Personal Attributes
<ul style="list-style-type: none"> <li>• Previous experience in Procurement and Contracts Management within a complex service based environment, preferably within the health care industry</li> <li>• Proven interpersonal, engagement and collaborative skills for engagement with key internal and external stakeholders</li> <li>• Strong written communication skills and strong data analytical skills</li> <li>• Strong Microsoft Office skills</li> <li>• Strong alignment to process and attention to detail</li> <li>• Strong time management and prioritisation skills</li> <li>• Experience in electronic management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, positive and naturally able to build relationships</li> <li>• Honest, helpful and dependable</li> <li>• Able to work autonomously and as part of a team</li> <li>• Strong values and treats others with dignity and respect</li> <li>• Proven ability to lead and influence to achieve personal and professional goals</li> <li>• High personal and professional ethics</li> </ul>
Desirable Criteria	
<ul style="list-style-type: none"> <li>• Broad knowledge of the Aged Care Industry</li> </ul>	
Key Outcomes	
<p>The role will be responsible for the core delivery of the following areas:</p> <ul style="list-style-type: none"> <li>• Delivering Reporting and Performance Measurement and Analytics: <ul style="list-style-type: none"> <li>○ Vendor Contract Performance, including data analysis to identify optimisation opportunities</li> <li>○ Category research for opportunity analysis</li> <li>○ Execute sourcing strategy under guidance from Senior Manager</li> <li>○ Contribute to the continuous improvement of purchasing policies, category and supplier database</li> <li>○ Add and update content on the procurement intranet site</li> <li>○ Maintain Master Data and liaise with stakeholders to ensure information is up to date</li> </ul> </li> <li>• Developing and evolving Procurement Performance Reporting in the following areas: <ul style="list-style-type: none"> <li>Procurement Function <ul style="list-style-type: none"> <li>○ Benefits realisation</li> <li>○ Strategy implementation performance</li> <li>○ General procurement activities</li> </ul> </li> <li>Business Performance <ul style="list-style-type: none"> <li>○ Benefits realisation for stakeholders</li> <li>○ Compliance to contracts/preferred arrangements</li> <li>○ Ensuring procurement process compliance within Benetas</li> <li>○ Investigating via data analysis, opportunities for efficiencies, rationalisation, purchasing behaviour changes</li> </ul> </li> </ul> </li> <li>• Vendor Contract Performance and Compliance: <ul style="list-style-type: none"> <li>○ Monthly reporting and data requirements</li> <li>○ Contract KPI reporting</li> <li>○ Price and rate compliance</li> <li>○ Manage performance issues</li> <li>○ Education and engagement with key users, influencers and stakeholders within the organisation</li> <li>○ Provide ad hoc analytics for tender, evaluation and business case support across all divisions of the organisation.</li> </ul> </li> </ul>	

- Seeking and investigating opportunities for cost, efficiency, optimisation, behavioural, product or rationalisation initiatives
- Working within the Benetas compliance tool to ensure all insurance, police check and other compliance requirements of vendors within this system are active and met
- Managing the insurance, police check and other compliance requirements of vendors outside of this system
- Dispute resolution.
- Contract Management Administration
  - Ensuring all new contracts are established in line with the Benetas governance process
  - Ensuring all contracts are entered into the contract management system
  - Manage key events (including expiry and renewals) of contracts in collaboration with key stakeholders.
- Fleet Management Administration
  - Managing the complete administration of Benetas fleet of motor vehicles and bus allocation within the Fleet Management System, including (but not limited to) adding and removing approved drivers and allocation of vehicles to sites.
  - Management of all traffic infringements and accident incidents
  - Responsibility for the Benetas Fleet in-box
  - Co-ordinating annual vehicle inspections.
- General Administrative Duties
  - Support the Procurement team in its general administrative tasks including (but not limited to):
  - All policies and procedures are kept up to date
  - Updating the Procurement and Fleet intranet sites
  - Scanning and filing of all contracts and paperwork
  - Organising vendor and stakeholder meetings in line with contract requirements.