POSITION DESCRIPTION

Position Title: Procurement Officer
Organisation Unit: Central Procurement, Governance and Risk Management Division
Position Number: 3015201
Type of Employment: Full-time
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its
proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Governance and Risk Management Division provides consolidated leadership, strategic direction, management and expertise to enable effective and efficient governance and risk management across the University. The Division is responsible for the development and management of the University's enterprise-wide governance, risk management, compliance and procurement frameworks and processes, facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions and teams: Enterprise Governance, Enterprise Risk Services, Enterprise Insurance Services, Enterprise Compliance Services, Enterprise Procurement Services, Corporate Services and Internal Audit.

UQ’s Central Procurement Services within the Governance and Risk Management Division is dedicated to supporting research, teaching and local operational factions by:

• Providing expert advice and support for all aspects of procurement across a broad range of goods and services, covering procurement planning, document preparation, tendering, price negotiations, risk assessment, and contract preparation and management.

• Managing uncertainty of supply by establishing purchase contracts or preferred supplier agreements of a tenderable value.

• Mitigating risks by evaluating vulnerabilities in your procurement cycle or the manner in which you interface with vendors and service providers.

• Providing ongoing training programs and delivering a procurement seminar series for knowledge enhancement.

• Developing effective 'self-help' tools through our informative website and guides.

• Recommending best practice purchasing methods for specific categories of goods and services.

The University is investing in the latest advances in electronic trading. UQ currently processes in excess of 94,000 purchase orders per year, the majority of which are low value, high turnover items, for which an electronic marketplace is the most appropriate procurement tool to enact transactional efficiencies and streamline processes. With information flowing through an automated platform, it becomes easier to use analytics and decision-support tools to develop a better understanding of...
spend and fundamentally strengthen the relationship between the University and its suppliers. Further expansion in other areas of the procure-to-pay cycle is on-going.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Procurement Officer role within the Central Procurement team is responsible for operational procurement which includes delivery of purchase orders and vendor maintenance as well as tactical procurement services by providing advice and services in the preparation of procurement plans, tender development and contract management. The Procurement Officer is expected to meet University and team expectations by ensuring all processes are followed in accordance with University policies in an efficient and accurate manner.

**Duties**

Duties and responsibilities include, but are not limited to:

- Contribute effectively to all aspects of procurement including procurement plans, specification / tender development and management, evaluation methodologies, contract negotiation and contract management and contract development.
- Contribute to the development, implementation and review of procurement systems, strategies, policies, guidelines and templates consistent with the requirements of the Queensland Procurement Policy and procurement best practice.
- Promote the use of Standing Offer Arrangements throughout the University and monitor general procurement practices to reduce off-contract leakage.
- Provide a high level of customer service and advice to both internal and external clients in a relevant, timely and accurate manner on matters relating to procurement policy and procedures.
- Work collaboratively with the University’s finance staff and other stakeholders to obtain accurate vendor information, and enter new and make amendments to vendor records within UniFi, the University’s finance system.
- Run reports to identify anomalies in vendor records and applications and communicate any additions and amendments to the relevant University finance staff and other stakeholders.
- Prepare monthly contract disclosure reporting for the Government, maintain the UQ and Queensland Contracts Directories and monitor and update the Qtender website as necessary.
- Approve all vendor applications.
- Assist the Procurement Supervisor with relevant tasks as required.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](http://www.uq.edu.au/current-staff/working-at-uq)
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

This position reports to the Procurement Supervisor, Central Procurement, Governance & Risk Division.

SELECTION CRITERIA

Essential
• A degree (preferably in Commerce or Business) with subsequent relevant experience; or procurement related qualification/s (e.g. Level 3 procurement training, CIPSA accreditation); or extensive experience and specialist expertise in Procurement for large organisations; or an equivalent combination of relevant experience and/or education/training.
• Excellent written and verbal skills, as well as advanced communication skills including the ability to advise and influence relevant stakeholders.
• Experience in managing or being involved in end-to-end procurement processes including tendering.
• Experience in handling complex customer issues, including the ability to support internal customers in ensuring that goods/services are delivered according to contract.
• Sound knowledge of the Universities policies, procedures and documentation, or the ability to acquire this knowledge rapidly.
• A proven ability to be highly organised and self-managing, with the ability to meet tight deadlines and manage conflicting priorities.

Desirable
• Experience with PeopleSoft Financials would be desirable.
• Experience with the Queensland Government’s Qtender website.

The University of Queensland is an equal opportunity employer.

Smoking is prohibited in all University buildings.