POSITION DESCRIPTION

Position Title: PROCUREMENT ADMINISTRATIVE OFFICER

Organisation Unit: ENTERPRISE PROCUREMENT (GOVERNANCE AND RISK)

Position Number: 3023594

Type of Employment: CONTINUING, FULL-TIME

Classification: HEW 4

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 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, Corporate Services and Internal Audit.

UQ Enterprise Procurement 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, to the value of $2.5 billion; the majority of which are low value, high turnover items, for which an electronic marketplace becomes a 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

DUTY STATEMENT

Primary Purpose of Position

The position of Procurement Administrative Officer is within the Enterprise Procurement team and is
primarily responsible for maintaining the vendor master file within the University’s finance system, Unifi. The Procurement Administrative 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**

Working under the broad direction of the Enterprise Procurement leadership team, duties and responsibilities include, but are not limited to:

- Work collaboratively with the University’s finance staff and other stakeholders to obtain accurate vendor information.
- Accurately enter new and make amendments to vendor records in the University’s Oracle Peoplesoft finance system, (currently Oracle Peoplesoft – Unifi), and report anomalies in vendor records and applications to the Senior Procurement Advisor.
- Communicate both verbally and in writing to the University’s finance staff and other stakeholders' additions and amendments to vendor records.
- Review and action auditing software exceptions to ensure any security issues are dealt with promptly and escalated where required.
- 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.
- Contribute to all aspects of procurement including procurement plans, specification/tender development and management, evaluation methodologies, contract negotiation and contract management and contract development as requested.
- Prepare monthly contract disclosure reporting for the Government, maintain the UQ and Queensland Contracts Directories and monitor and update the Qtender website as necessary.
- Promote and support by way of advice and assistance, the use of Standing Offer Arrangements throughout the University including monitoring and assessing general procurement practices to reduce off-contract leakage.
- Purchasing administration activities such as regular reporting, purchase order administration including Unifi requests and preparing correspondence.
- Contribute to internal process improvement within the broader Enterprise Procurement team as applicable.

**Other**

- Comply with the University’s Code of Conduct (see the University’s web site at [http://www.uq.edu.au/hupp/?page=24987](http://www.uq.edu.au/hupp/?page=24987))
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at [http://www.uq.edu.au/ohs/index.html?page=133956](http://www.uq.edu.au/ohs/index.html?page=133956))
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at [http://www.uq.edu.au/sustainability/responsibilities](http://www.uq.edu.au/sustainability/responsibilities))
Reporting Relationships

The Procurement Administrative Officer reports to the Senior Procurement Advisor, who in turn reports to the Associate Director Enterprise Procurement.

SELECTION CRITERIA

Essential

• An equivalent combination of relevant experience and/or education/training including but not limited to:
  ➢ An Australian procurement qualification;
  ➢ A Bachelor’s degree (preferably in Commerce or Business);
  ➢ Extensive specialist experience and/or;
  ➢ Broad knowledge in the professional and administrative fields;

• Ability to gain a sound knowledge of the University's policies, procedures and documentation.

• Demonstrated experience, or demonstrated ability to rapidly acquire understanding and competency in the use of the University’s administrative computer systems, in particular its financial systems.

• Demonstrated experience in the use of Microsoft Office applications, particularly MS Word, MS Excel and MS Access.

• Demonstrated ability to problem solve in a fast-paced environment through identifying and analysing situations and issues, gathering appropriate evidence, considering options and making sound decisions.

• Demonstrated high level interpersonal and communication skills (oral and written).

• Demonstrated experience in being well organised and meeting deadlines whilst providing a high level of customer service to meet needs of internal and external stakeholders.

Desirable

• Experience working in the Higher Education or Public Sector.

The University of Queensland is an equal opportunity employer.