Position Description

Title: Purchasing Manager
HEW Level: HEW 9

Faculty/Office: Finance
Position Number:

Department/Team: Finance Shared Services
Date:

Position Purpose: To manage the purchasing functions in accordance with University and legislative requirements and to manage the purchasing team.

ORGANISATIONAL CONTEXT
The Office of Financial Services provides Financial Services to support the University mission of teaching and research.

These services include Financial Reporting to the University Executive, Council and stakeholders both in respect to statutory requirements and project reporting as well as preparation and monitoring of budgets in consultation with the University’s Faculties and Offices. The Office is responsible for the payment of invoices and staff claims, monitoring of credit cards, insurance, tax obligations and asset management. The Office is also responsible for the timely collection of University revenue including, Government grants, trade debtors and student fees and acts as the public face of the University during the enrolment process.

Additionally the Office maintains and enhances the University’s Financial systems and the interfaces to these systems from other University systems.

The Office has responsibility for the expenditure of University funds and ensures that this expenditure meets the standards of public accountability imposed by statute, various contracts and University policy.

ORGANISATION CHART

Deputy Chief Financial Officer

Director - Finance Shared Services

Directors x5

Purchasing Manager

Accounts Payable Manager

Revenue Services Manager

Stores Officer x 2

Purchasing Officer x2

Finance Sharer Services Officer
### KEY ACCOUNTABILITIES

- Develop, implement and review University policies and procedures as they relate to the tendering, purchasing, credit card and stores functions.
- Evaluate University wide preferred supplier opportunities to deliver competitive pricing outcomes and establish and monitor performance.
- Consult with internal stakeholders and external suppliers to lead the Purchasing process to ensure continuous improvement in the delivery of goods/services that meet University requirements.
- Provide specialist advice and support to key stakeholders on the tendering, purchasing, credit card and stores functions.
- Manage, coach and set the direction for the Purchasing team.
- Maintain up to date knowledge of legislative requirements and Australian accounting standards as they relate to tendering, purchasing and credit card functions.
- Manage the University’s travel program in conjunction with the Procurement Travel Specialist.
- Ensure the Purchasing team participate in University sustainability objectives.
- Drive a customer service culture throughout the Purchasing team.
- Build and manage relationships with internal and external stakeholders.
- Comply with Public Finance and Audit Act.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s HEW level.

### POSITION CONTEXT

| Reports to: | Director, Finance Sharer Services |
| Positions Reporting to: | Direct: 5  
Indirect: nil |
| Key Direct Clients: | Executive  
Heads of Office, Heads of Dept, Senior Managers  
Other staff members in OFS  
Immediate team members  
MQ staff in general  
MQ students  
Other external contacts |
| Other Key Relationships: | Executive  
Heads of Office, Heads of Dept, Senior Managers  
Other external contacts |
| Budget Accountability: | N/A |
| Role-specific Conditions: | Criminal Checks |
| Scope and autonomy | Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise. |
| Problem solving | Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area or specialisation. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<td><strong>Implementing Systems</strong>: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Setting Expectations</strong>: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Delegating</strong>: Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Tracking Performance</strong>: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td><strong>Assertiveness</strong>: Being willing to openly express ideas and opinions and justify these when questioned.</td>
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<td><strong>Giving Feedback</strong>: Letting others know in a straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Leading and Directing</strong>: Exerting influence in positions of authority, taking charge and directing the efforts of others.</td>
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<td><strong>Delivering Outcomes</strong>: Holding high expectations for and pushing self and others to achieve at high levels.</td>
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### REQUIRED KNOWLEDGE

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree qualification; or an equivalent combination of relevant experience and/or education/training.
- Knowledge of core financial functions, frameworks, models and approaches.
- Computer skills including Microsoft Office and internet.
- Credit card expense management systems.
- End to end indirect category management experience in a large complex environment.

### ACQUIRED KNOWLEDGE

Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of Financial Services’ functions and structure.
- Knowledge of Financial Services’ policies, systems, processes and procedures.
- Knowledge of University policies, systems, processes and procedures and how to adapt these at the faculty/office level.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Knowledge of University organisational structure and committee structure.

### KEY EXPERIENCES

Practical experiences and exposure to specific environments or activities related to successful performance.

- Working with large ERP Financial systems.
- Working experience in large volume accounts payable and purchasing environment.
- Strong negotiation and communication skills.
- Good business acumen and ability to recognise opportunities for continuous improvement.
- Demonstrated ability to communicate with staff at all levels, building and managing relationships.
- Demonstrated ability to manage a team for achieving high quality outcomes.
- Experience in managing projects.
- Experience in working collaboratively with audit teams.