

Procurement Officer

College/Division	Division of Chief Operating Officer
School/Section	University Services
Location	Launceston or Burnie
Classification	HEO5 – HEO6
Reporting line	Procurement Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Procurement team, within University Services, work in partnership with the University community to drive insights for decision making, promote financial sustainability and foster innovation to impact and enhance the customer experience.

We are seeking to appoint a Procurement Officer in University Services as part of the Division of the Chief Operating Officer. This position will work closely with leadership and Category Managers, and relevant stakeholders to deliver service, training and support to buyers and maintaining online procedural content. The successful candidate has opportunity to take on contract management of a small number of nominated centralised contracts. This position is responsible for analysis of the University spend and delivering data and dashboards that inform category planning and the University procurement strategy and reporting. As part of the procurement team, this role will assist in building a culture of continuous improvement, value creation, lean processes, innovation, and delivery of the University's strategic objectives.

To be successful in this role you will be skilled in the gathering and analysis of spend data (using tools including Excel, PowerBI etc) to create reports, dashboards, and presentations. Also, excellent communication skills and a proactive and positive approach to stakeholder engagement. With strong commercial acumen and a customer and solution focussed approach to procurement, your commitment to value will effectively position you to deliver exceptional outcomes for the procurement projects across the University. The role will be classified (in the HEO 5 to 6 range) based on the skill level of the successful candidate and supported with development and training as required.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining, and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age, and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.



What You'll Do

- Maintain procurement procedural documentation and staff communication for training, support, and service through a range of online channels.
- Use data analytic tools, such as Excel and Power BI, to assist in capturing spend data and procurement insights for dashboards, reporting and presentations.
- Contract management for a small number of centralised suppliers to deliver ongoing value and identify opportunities for improvement from negotiated contracts and maintain strong effective relationships between supplier, buyer, and organisation.
- Be an initiative-taking member of the University's Procurement team, leading and collaborating to drive process and procedural change including technology solutions.

What We're Looking For

- Strong data analytical skills to gather, assess and deliver spend insights through reports, dashboards, and presentations.
- Ability to quickly establish solid working relationships with suppliers and internal customers.
- Strong people skills, including the ability to effectively communicate with stakeholders and suppliers and to work in a flexible and collaborative manner with a customer focussed approach to service delivery.
- Experience in maintaining procedural documentation and communication channels to provide clarity in lean and effective processes.
- Ability to contribute to and support the delivery and evaluation of contemporary, innovative, and fit for purpose tendering processes.
- Completion of relevant education qualifications or demonstrated capability through industry experience.

Other position requirements

- Current 'C' class driver's licence or manual vehicle licence for incidental intrastate travel
- Willingness to undertake a medical assessment based on meeting the inherent position requirements



University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social, and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students, and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

