POSITION DESCRIPTION

IMAS Purchasing and Administration Officer

July 2023
**Position Summary**

<table>
<thead>
<tr>
<th>College / Division</th>
<th>College of Science and Engineering</th>
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<tbody>
<tr>
<td>School / Section</td>
<td>College Office</td>
</tr>
<tr>
<td>Location</td>
<td>Hobart, IMAS</td>
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<tr>
<td>Classification</td>
<td>HEO Level 4</td>
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<tr>
<td>Reports to</td>
<td>Team Leader</td>
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<tr>
<td>Direct reports</td>
<td>Nil</td>
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**The Opportunity**

The Institute of Marine and Antarctic Studies is a specialist research institute of the College of Science and Engineering at the University of Tasmania. With 145 academic staff and 350 students conducting research in areas ranging from aquaculture production to fisheries assessment, ecosystem management to oceanography and sea-ice interactions, with projects in Tasmania to Antarctica and beyond, we’re seeking an energetic, highly organised individual to support our work as the IMAS Purchasing and Administrative Officer. This person provides key support for our operations in a fast paced, high-volume environment delivering critical, day-to-day service-related activities for research staff.

As a member of the College Services group, this role provides seamless purchasing and administrative support, particularly focused on providing an exemplary service to students, staff and guests of IMAS, and contributing efficient, lean and responsive processes to support the day-to-day operations of the College of Science and Engineering (CoSE).

You will need to be a team player with strong organisational skills to enable you to balance competing priorities and meet required timeframes. You thrive on detailed work and providing high quality customer service. You understand your role in the team and the importance of collaboration for growth and support. Taking initiative to solve problems will be second nature to you. Communicating with stakeholders by phone, online and in person will complement your work across multiple systems, including our service management system.

**About the University of Tasmania**

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.
Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

The Institute for Marine and Antarctic Studies (IMAS) is a world-class centre of excellence for research and education at the University of Tasmania. We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Our research is innovative, relevant, and globally distinctive. Our education delivers first-class programs resulting in highly trained scientists and researchers serving the needs of academic institutions, industry, government and the community.

Accountabilities and outcomes

Purpose

The Purchasing/Administration Officer will understand and support the activities of IMAS, through excellent service delivery of administrative support specifically in purchasing. This role will provide back up support for services relating to travel, research, facilities management, WHS, events, and academic tasks.

Key Result Areas

- Maintain an understanding of the University’s current policies and procedures, and provide proactive, accurate, and solutions focused support, specifically around purchasing queries.
- Actively contribute to a superior service culture enhancing the contribution to our staff. Facilitate feedback on service levels and identify opportunities to improve service delivery, develop specialist expertise to lead key processes or initiatives within your role.
- Deliver responsive and customer focused service, utilising quantitative and qualitative data from approved University systems/surveys/reporting.
- Support the service requirements of the Colleges in a consistent manner by contributing to the development and implementation of Standard Operating Procedures and proficient use of approved University systems (e.g., ServiceNow, PurchaseNow).
- Provide support to internal customers in terms of promoting procurement principles, processes, and best practices as they relate to UTAS.
- Apply a Lean methodology to your work, identifying and implementing continuous improvement and actively engaging in training, development and networking opportunities relevant to your role.
- Undertake other duties as assigned by the supervisor and consistent with this role description.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.
Success profile

Personal Attributes

- **Detail Oriented**: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- **Collaborative**: Understands their role in the service team and seeks input from others when needed.
- **Resilient**: Able to stay calm under pressure. Adept at calming others and resolving conflict in stressful situations.
- **Structured**: Works methodically to organise and plan tasks, upholds standards and able to multitask and work quickly to produce outcomes.
- **Learner**: Seeks out opportunities for personal growth and to improve service delivery.
- Select attribute from dropdown

Core Capabilities

- **Continuous Improvement**: Looks for ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community.
- **Self Awareness and Interpersonal Skills**: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- **Holistic Decision Making**: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action, within scope of practice.
- **Growth Mindset**: Adopts a growth mindset and consistently seeks feedback. Is comfortable with taking risks and experimenting to improve over time.

Role Specific Skills, Knowledge and Experience

- Able to process volumes of work efficiently with attention to detail
- Demonstrated commitment to customer service excellence and proactively contribute to the continuous improvement of systems, processes and procedures, especially around procurement and finance processes
- Effective interpersonal, resilience, communication and influencing skills with a positive can-do attitude that enhance an ability to communicate effectively with a broad range of people.
- Demonstrated commitment to maintaining confidentiality, using discretion and sound judgement.
- Proven ability to work in a collaborative team environment and demonstrated capacity to act independently within established guidelines, exercising discretion and sound judgement.
- Exceptional organisational skills with strong attention to detail and a demonstrated ability to prioritise tasks and meet deadlines.
- A high level of computer literacy, including competence in the Microsoft 365 suite, and experience with other database operations.
Qualifications and Licences

- Completion of a Certificate IV/Diploma level qualification, or an equivalent combination of relevant experience and/or education/training.
- Current First Aid certificate or willingness to obtain.
- Fire warden training or willingness to obtain.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.