



Australian  
National  
University

## Position Description

<b>College/Division:</b>	ANU College of Health and Medicine
<b>Faculty/School/Centre:</b>	The John Curtin School of Medical Research
<b>Department/Unit:</b>	Administration
<b>Position Title:</b>	Purchasing Officer
<b>Classification:</b>	ANU Officer Grade 5 (Administration)
<b>Position No:</b>	16499
<b>Responsible to:</b>	School Manager, The John Curtin School of Medical Research
<b>Number of positions that report to this role:</b>	-
<b>Delegation(s) Assigned:</b>	D6

### PURPOSE STATEMENT:

The John Curtin School of Medical Research (JCSMR) is a multi-disciplinary institute with a strong research activity and a distinguished history in Cancer Research, Immunology, Genomics and Neuroscience. The Purchasing Officer is responsible for the purchasing functions that support the activities of the School by coordinating, monitoring and analysing the purchasing activities, as well as provide advice and support on a range of issues to ensure the timely procurement of goods and services for the School.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Purchasing Officer will work under the general direction of the School Manager and is responsible for purchasing scientific equipment and consumables for the School. A close working relationship is necessary with academic and professional staff, students, Facilities Manager, WH&S Officer, finance staff, and various external suppliers.

#### Role Statement:

Under the general direction of the School Manager, the Purchasing Officer will:

1. Be responsible for the day-to-day purchasing activities for the school, including the provision of timely and appropriate advice on procurement policies and procedures to staff, students and visitors.
2. Maintain communication links with suppliers to obtain competitive quotations, ensuring the most advantageous in terms of price, availability and service are accepted.
3. Prepare documentation for customs and quarantine clearance. Have a sound understanding and ensure correct policy and procedure is followed when purchasing S8 restricted drugs. Ensure accurate records are maintained for imported biological materials in accordance with DAWR regulations. Assist WHS Officer to ensure chemical inventory system is maintained and updated.
4. Manage all procurement processes and ensure orders are processed by the most efficient method. Verify appropriate approval has been sourced and that budget and account codes are correct prior to processing.
5. Liaise with company representatives to facilitate new product initiatives, promotions and continually negotiate a better pricing structure for the School.
6. Support the Facilities Manager with the preparation of Annual Service contracts and Blanket orders. Review prior year orders and ensure adequate deliveries are entered. Review back order reports and follow up with vendors for outstanding orders.
7. Utilise the University ESP financial system to purchase goods & services, and ensure the timely approval of invoices, credit card clearances and accounts payable.
8. Responsible for accurate record keeping for audit purposes including reporting statistics for senior members of the School.

9. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
10. Perform other duties as required, consistent with the classification of the position and in line with the principles of multi-skilling.

**SELECTION CRITERIA:**

1. Diploma and extensive relevant work experience in procurement and financial operations OR a Year 12 certificate and an extensive equivalent combination of experience and training.
2. Demonstrated experience and the ability to interpret policies, procedures and processes relating to procurement.
3. Strong information technology skills with experience in the use of financial systems for purchasing and accounts payable, and well developed numerical and analytical skills with an emphasis on accuracy and attention to detail.
4. Proven ability to work effectively in both a team environment and independently as required, and to set goals and achieve outcomes.
5. Proven ability to plan and prioritise workflows while managing conflicting deadlines and demands.
6. Demonstrated ability to communicate effectively, including the ability to consult, negotiate and liaise with a diverse range of people, both orally and in writing, and provide high quality client service.
7. A demonstrated understanding of equal opportunity principles and policies; and a commitment to their application in a University context.

**Supervisor/Delegate Signature:****Date:**

Printed Name:

Matthew Cousins

**Uni ID:****References:**[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)