



## Position description

### Stores and Purchasing Officer

<b>Department/Unit</b>	Purchasing Team, Procure to Payment Services
<b>Faculty/Division</b>	Senior Vice-President and Chief Financial Officer
<b>Classification</b>	HEW Level 5
<b>Work location</b>	Parkville, Alfred & Clayton campuses
<b>Date document created or updated</b>	27 April 2016

#### Organisational context

**Monash** is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our university and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The Office of the Senior Vice-President and Chief Financial Officer is one of the professional services portfolios supporting the University's core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, taxation, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University's banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, [please visit our website](#).

Procure to Payment Services is the University's contact point for purchasing and payment needs, from advice and transactions to the delivery of goods. We provide services in Purchasing Services, Stores, Accounts Payable and Strategic Procurement. To learn more about us, [please visit our website](#).

#### Position purpose

The Stores & Purchasing Officer is a key member of the Procure to Payment Services team, working in a dynamic dual role as both a Stores professional and a Purchasing professional. Responsible for the provision of a quality inventory service of goods including dangerous and temperature sensitive products, providing a range of support services for all purchasing and procurement activities conducted by University staff, managing the daily receipt and purchasing of goods, both associated with stores to maintain adequate levels of stock to meet demands, and for staff and students ordering through suppliers. The role also provides support services in relation to safety practices and the handling of hazardous materials. Operating within the University's purchasing standards and policies, the incumbent assists the area to achieve its business objectives.

**Reporting line:** The incumbent reports directly to and will receive general direction from the Stores Team Leader

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide assistance in delivering quality purchasing and inventory services, including:
  - managing the daily receipt and purchasing of goods, their storage and any required issue resolution
  - ensure timely and accurate administration and maintenance of purchasing services, as well as workload management of both stores and purchasing's needs
  - negotiating with identified suppliers, providing authoritative, tailored advice and assistance to customers, and reviewing and monitoring supplies and supplier performance to maintain adequate levels of supply
  - implementing processes to maintain stock, undertaking stock takes and managing stock holdings
2. Provide assistance in ensuring activities are followed in accordance with OH&S rules and regulations, including overseeing/advising on correct storage and handling of hazardous material, participating in waste disposal and maintaining associated equipment
3. Ensure compliance with statutory and regulatory obligations, and business policy, procedures and standards
4. Participate in continuous improvement activities relating to purchasing and store/inventory practices and procedures
5. Analyse usage trends and patterns and generate reports to inform planning and purchasing decision making
6. Develop and maintain effective working relationships with a range of customers, stakeholders and suppliers in order to facilitate efficient delivery of goods and services to clients

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - a relevant qualification; or
  - substantial relevant skills and work experience in a customer focussed or purchasing/stores/logistics field; or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. High level of customer service skills with the ability to communicate and negotiate effectively with a wide variety of stakeholders and suppliers, along with the capability to clearly present information that is appropriately targeted to the audience
3. Excellent conceptual, analytical and problem solving skills in order to identify errors and issues and develop effective and evidence-based solutions to problems, including the ability to interpret data and identify evolving trends/issues
4. Demonstrated high-level organisational skills along with the ability to pursue and achieve goals through effectively monitoring and improving quality of work and progress against deadlines and milestones
5. A high level of computer literacy, including experience using a purchasing and inventory management system (e.g. SAP)
6. Demonstrated ability to work as an effective member of a diverse team and to work exercising independence, judgement and initiative
7. Knowledge of chemicals and laboratory consumables and equipment as well as the safe and proper handling of hazardous materials is desirable

## Other job-related information

- This role will require the incumbent to work across multiple campuses, Parkville, Alfred & Clayton
- There may be peak periods of work during which the taking of leave may be restricted
- Overtime and out of hours work (including evenings, weekends and public holidays) may be required
- Police Check will be required for this position

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.