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| **Position Description** |

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| **Operations Support Officer, Procurement Operations** | |
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| **Position No:** | 50145626 |
| **Business Unit:** | Chief Operating Officer |
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| **Division:** | Finance, Procurement & Data Analytics |
| **Department:**  **Classification Level:** | Procurement Operations  HEO6 |
| **Employment Type:** | Full-Time, Continuing |
| **Campus Location:** | Bundoora |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

# Position Context/Purpose

The Finance, Procurement and Data Analytics Division strives to be a proactive enabler of robust financial oversight and leadership to strengthen La Trobe University’s immediate and long-term capacity to achieve its vision and objectives. This position will assist the Division to progress the three core responsibilities of “Client Relationship, Custodianship and Compliance” pursuit of this aim.

Reporting to the Senior Lead, Procurement & Business Operations the Operations Support Officer’s primary purpose is to:

* Conduct tactical and operational procurement activities, including driving compliance of Procurement policies
* Support day to day Procurement operations service needs
* Delivery of minor projects

**Duties at this level will include:**

* Supports the delivery of procurement strategy through executing the end-to-end functions of the Procurement Operation process, including:
  + Support and coordination of vendor relationships
  + Master Data maintenance
  + Day to day purchasing activities
  + Corporate Card administration
  + First level support for travel and fleet
  + Order maintenance within the procurement purchase to pay process
  + Review procurement requests: with particular focus on management of outputs from the Ask Finance, service now forms
  + Support compliance of Finance Division and University policies through discussion with university business units and appropriate discussion of day to day buying activities
  + Purchasing related General Ledger reconciliations and maintenance for the University
* Apply theoretical and technical knowledge to perform day to day tasks and be responsible in meeting periodic reporting and reconciliation requirements ensuring compliance to policy and standardisation across Finance, Procurement and Data Analytics.
* Accountability for coordinating and delivering audit requests, across Finance, Procurement and Data Analytics.
* Work within a Customer Service Framework to identify additional service requirements or service shortfalls and coordinate and/or design the delivery of innovative solutions to maximise service quality, efficiency, and continuity, ensuring compliance within Finance, Procurement and Data Analytics and across the wider University, in conjunction with Senior Management.
* Report, analyse and interpret data, identify trends, source additional related information where appropriate, to support the resolution of issues/problems.
* Supports the provision of essential Procurement Operations metrics (e.g. outstanding Purchase Order commitments) for reporting purposes.
* Apply appropriate expertise gained through experience and your detailed understanding of theory as well as incorporating relevant University policy to identify and use judgement to recommend and drive process efficiencies in conjunction with internal and external stakeholders.
* Utilising specialist know-how to generate original ideas and innovative solutions and provide appropriate advice.
* Perform tasks which are guided by policy and procedures, and where relevant, by professional standards applied to a range of assignments.
* Improve professional capability and expertise through appropriate development and/or professional activities.
* Execute minor projects and support major projects within Finance, Procurement and Data Analytics.
* Other duties, as required from time to time, commensurate with the level of the role.

**Essential Criteria**

**Skills and knowledge required for the position**

* A relevant qualification with subsequent relevant experience to consolidate the theories and principles learned or be able to demonstrate an equivalent combination of relevant knowledge and experience in purchase requisitioning and vendor master data maintenance.
* Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
* Proven ability to innovate and take responsibility for outcomes.
* Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
* Proven analytical, problem solving capability and high level of attention to detail.
* Proven communication and interpersonal skills.
* Demonstrated competency with procurement enterprise systems (e.g. ERP systems, e-Procurement tools, SAP).
* Competency with productivity tools (Microsoft Office e.g. Word, Excel, PowerPoint, etc).

**Desirable:**

* Experience in the Tertiary Education Sector.

**Capabilities required to be successful in the position**

* Ability to demonstrate self-awareness, see things from another person’s perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
* Ability to implement improvements to local processes.
* Ability to build a culture of continuous improvement, implementing ideas generated by team members.

**Essential Compliance Requirements:**

To hold this La Trobe University, position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

Text, letter

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Initials: Date: