

POSITION TITLE	Procurement Officer
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FACULTY/INSTITUTE/DIVISION	Division of the Chief Operating Officer
SCHOOL/SECTION	Financial Services
CAMPUS	Launceston or Hobart
CLASSIFICATION	HE06
DATE	November 2018

POSITION SUMMARY

The University of Tasmania has a Centre-Led Procurement model which provides strategic direction across the Source-to-Contract and Purchase-to-Pay spectrums. The function provides Procurement solutions, advice and guidance to all Faculties, Schools, Institutes and Divisions.

This is a key role in the Procurement Team as it will be involved in the development and implementation of Procurement and Supply Chain processes ensuring policies and processes are accurately documented, communicated and complied with. This role will also be responsible for ensuring all end users and stakeholders are appropriately trained and informed on Procurement policy and process with a focus on a 'train the trainer' approach.

The incumbent will be responsible for conducting and maintaining internal audits to ensure current processes are compliant and efficient.

This role will work with the Procurement Performance Coordinator, Category Managers and stakeholders to develop and support Supplier Onboarding and Procurement Processes for University of Tasmania. This will involve extensive analysis of existing processes whilst seeking to identify opportunities for best practice process improvements.

Role will be responsible for maintaining accurate and current communication channels through webpages, training guides, videos and presentations.

POSITION RELATIONSHIPS

Supervisor	Procurement Performance Coordinator
Direct reports	Nil
Other	<p>The incumbent must interact effectively with;</p> <ul style="list-style-type: none"> • Senior Procurement Manager, Procurement Performance Coordinator and all other Procurement team members • Budget Centre administrators, managers, academic and professional staff and other key stakeholders involved in procurement activity • Suppliers and Contractors • Auditors • Financial Services staff

KEY ACCOUNTABILITIES AND OUTCOMES

1.	Responsible for supporting the maintenance of relevant procurement policies, guidelines and back office procedures. Utilising multiple communication channels to promote with broad coverage and a consistent message to end users.
2.	Responsible for working with Category Managers and the Procurement operations team to on-board new contracted and catalogue suppliers with a 'Source to Pay' end to end focus.
3.	Responsible for monitoring and actioning the Procurement team communication channels including emails and requests raised through University portals.
4.	Supporting the delivery of training and support to help new users through Procurement induction and also existing users to develop sound procurement practices through in person and online engagement.
5.	Support the maintenance of a dynamic Procurement web and intranet presence providing a relevant and current information portal for users, stakeholders and suppliers.
6.	Investigate targeted areas of risk in procurement transaction activities and conduct regular sampling to ensure compliance with policies and procedures.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The incumbent is responsible for the support of communication, process development and training under the broad direction of the Procurement Performance Coordinator and in accordance with Centre Led Procurement strategy.

It is expected that the incumbent will work with a large degree of autonomy utilising sound judgement in the execution of their responsibilities.

POSITION CRITERIA

Essential Requirements

1. Demonstrated knowledge of and experience in Source to Contract and/or Procure to Pay systems and processes.
2. Excellent written, oral communication and interpersonal skills, including the ability to work closely with all levels of senior management and all disciplines. Including strong collaborative abilities to build and participate in effective teams.
3. Ability to support powerful communication strategies and tools to inform internal and external stakeholders about procurement activity and processes, including training planning and delivery.
4. Proven strong analytical skills, including the ability to search for creative solutions and reconfigure business processes.
5. Proven Customer Service Excellence in terms of both identification of Suppliers oriented towards servicing University and also in terms of attending to internal customer service needs.

Desirable Attributes

1. Completion of a relevant Degree, preferably specialising in Procurement and supply Chain.
2. Familiarity with Technology One Information Systems
3. Previous experience in the Higher Education Sector
4. Attainment of MCIPS with the Chartered Institute of Procurement and Supply
5. Understanding of any or all of the broad spectrum of Procurement and Supply Chain principles and practice.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can