



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PROCUREMENT COORDINATOR
Position no:	50057893
Team:	[Finance]
Department:	Procurement
Location:	Ultimo
Reports to:	PROCUREMENT PARTNER – GOODS AND SERVICES 50057782
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5]
HR Endorsement:	16/10/2024

Purpose

Provide high level procurement sourcing and administrative support to the Procurement team and business users of the ABC's procurement process.

Key Accountabilities

- Under general direction from the Procurement Partners in Good and Services and Technology, support the Procurement Partners in the tender release, submission and evaluation process ensuring probity, transparency and value for money principles are adhered to in all instances.
- Assist the ABC business with drafting tender documents in the ABC's Source to Contract System (Procure Hub).
- Assist with the management of ABC-wide Office Supply, Promotional Items and Contingent Labour panel contracts and catalogues, including but not limited to following up issues on behalf of the ABC business.
- Contribute to the development and implementation of continuous improvement initiatives to promote efficiencies and effectiveness of the ABC's procurement process.
- Maintain the Procurement Intranet page and inventory of procurement procedures, guidelines and templates.

- Assist with ad-hoc tasks under the broad direction of the National Procurement Manager or Procurement Partners.
- Establish positive and professional working relationships with colleagues both within and outside the ABC to foster good relationships, information networks and a positive profile for the ABC's procurement activities.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications, or equivalent skills, knowledge and experience in procurement, finance or business management.
2. Be and maintain a Member status of the Chartered Institute of Procurement and Supply (MCIPS) qualifications preferred but not mandatory.
3. Demonstrated sound understanding in a range of computer-based applications including the Microsoft 365 suite of programs.
4. Accomplished experience in preparing and running tenders and the use of Source to Contract Systems preferable.
5. Demonstrated experience with Commonwealth, State or other Government procurement processes preferable.
6. A strong customer focus and proven motivation to work and deliver tasks within tight deadlines.
7. Strong interpersonal skills, including the ability to manage competing priorities and deliver results within pressing timeframes.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

