

Position Description

Coordinator, Procurement



Details

Area	University Services Portfolio
Team	Finance and Procurement / Strategic Procurement
Location	Flexible, all campuses
Classification	HEW level 7
Manager Title	Director, Strategic Procurement

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Coordinator, Procurement, coordinates sourcing and procurement initiatives to meet time, budget, quality and resource parameters in accordance with good professional practices, legislative requirements and the University's procurement Policies and procedures.

Reporting to the Director, Strategic Procurement the role will:

- Consult a diverse range of stakeholders and experts to gain a broader and deeper understanding of a specific issue, including by gathering and evaluating information on the market, university needs, categories, key suppliers and contextual factors to inform procurement decisions
- Provide advice and information on procurement policies and procedures, promoting value-adding insights and recommendations
- Seek to continuously improve and apply critical learnings from projects and initiatives across the University by leading and facilitating administrative procurement tasks, including the continuous improvement assessments of current processes and articles
- Establish and maintain strong relationships with the Office of General Counsel, Infrastructure, Property and Precincts, and requestors throughout the University
- Strive for excellence and consult regularly with clients to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required
- Provide support on applicable systems and tools with end-users within Strategic Procurement and across the University
- Create detailed process maps and documentation to illustrate new processes and work with related functions to implement solutions that support process improvements
- Assist in the preparation, submission, evaluation and management of RFX processes.
- Process administration for purchase order approvals & compliance and procurement exemption processes
- Be responsible for the Procurement knowledge management artefacts, e.g. SharePoint and Intranet
- Maintain governance documents templates (e.g. RFX templates)

Accountabilities

- Distil the core issues from complex information and draw accurate conclusions and present logical arguments that address the core issues. Condense complex information and next steps into simple concise terms that others can understand.
- Draw on a diverse range of people, groups and resources to identify new ways of doing things and use knowledge of innovation principles to analyse current processes and practices.
- Establish and demonstrate a high level of learning, energy and commitment and welcome feedback from others and use this feedback to improve learning.
- Prioritise work and critical activities, evaluate progress, identify relevant solutions and select the most appropriate from the range of alternatives. Challenge existing processes by formulating creative and inclusive alternative solutions and benefits.
- Identify situations in which change is needed and understand and communicate the reasons for the change. Implement change through appropriate channels and overcome obstacles to change.
- Give balanced, constructive feedback that takes in to account individual capability and supports team performance. Ensure team members responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported to act. Implement strategies to promote positive emotional wellbeing across the team.
- Actively seek feedback from customers regarding their satisfaction with products or services received. Respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build new relationships with key and influential individuals both within and outside the University.

Selection

- A Degree with at least 4 years' subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in providing strategic sourcing and procurement services
- Exposure to procurement systems (e.g. Workday, Tenderlink and/or other e-procurement tools)
- Experience working collaboratively and effectively with multiple internal and external stakeholders and/or clients from business, government or community sectors
- Experience working within an organisation with complex administrative structures, policies and procedures, preferably within the higher education sector

Capabilities

- **Authenticity** leads with values and in an open, transparent and consistent way.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Communicates** engages others through persuasive and influential communication.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position requires the incumbent to hold a current Working with Children Check

Position Description

Coordinator, Procurement



Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.