

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Procurement Officer	Department	Corporate Operations
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	Strategic Sourcing Manager	Date Revised	Mar 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0033570

■ Position Summary

The Procurement Officer is responsible for assisting the Procurement team in providing assistance to the organisation in relation to key activities that promotes compliance to Procurement policies and procedures. This role will support a customer focused model, whilst delivering continuous improvement through the monitoring of business compliance, educating Red Cross staff, and communicating with our Internal and external suppliers and stakeholders.

Our Procurement team endeavours to partner with suppliers that share our humanitarian vision to improve the wellbeing of those experiencing extreme vulnerability and with consideration to diversity, ethical sourcing and environmental principles.

The role will be responsible for supporting the on-boarding of new suppliers that ensures compliance is met and that Red Cross is meeting corporate social responsibilities.

■ Position Responsibilities

Key Responsibilities

- Support the new vendor assessment, governance, on-boarding and approvals
- Support the diverse internal stakeholders to ensure timely adherence to new contracts and grants technology solution
- Undertake daily interaction with internal and external suppliers
- Provide education, training, assistance and guidance to stakeholders when requested or identified
- Ensure that best practice procurement policy and procedure is applied across Red Cross
- Provide reports to the Procurement team and wider organisation on complex matters
- Partner with key personnel to reduce the volume of Non-Compliance Purchase Orders
- Work across cross functional and diverse activities with strong people management skills
- Assist with the monitoring of Red Cross' procurement processes, ensuring all purchasing activities meet legislative, regulatory and policy requirements.

■ Position Selection Criteria

Technical Competencies

- Proven highly developed organisational and time management skills

- Excellent records management and general office administration
- Basic proficiency in MS Office or similar software and experience using databases
- Experience with Procurement transformation projects
- Previous experience with an ERP system / expense management systems
- Excellent verbal and written communication skills
- Strong organisational and time management skills
- Strong proficiency in MS Office and general computer use
- Experience in Supplier Relationship Management
- Ability to build relationships with internal and external stakeholders, including Management.
- Superior communication and influencing skills including strong, proven, stakeholder management and change management skills.
- Strong Customer Service Focus and Stakeholder Engagement capabilities
- Professional and confident in all interactions.

Qualifications/Licenses

- 5+ years experience working in a Procurement Department performing administrative support functions.

Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements

- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.