DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Supply & Purchasing Officer |
| **Position Number:** | Generic |
| **Classification:** | General Stream Band 3 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Finance and Business Support - Statewide Supply  Supply Department |
| **Position Type:** | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| **Location:** | South, North, North West |
| **Reports to:** | Senior Purchasing Officer and/or Manager - Supply |
| **Effective Date:** | December 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Current Driver’s and Forklift Licences |

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

In accordance with established policies and guidelines, the Supply & Purchasing Officer is responsible for the effective and efficient operations of the Supply Department by:

* Processing, negotiating, and purchasing goods and services as required by the local department of the nominated Region.
* Providing support and information to internal and external stakeholders including industry representatives on procurement and supply associated matters.
* Coordinating and liaising with internal/external departments and private clients to ensure critical medical and other supply service delivery needs are met.

### Duties:

1. Generate purchase orders following assessment for the procurement of goods and services for the local department of the nominated Region using the Agency’s Enterprise Resource Planning Supply Module, from duly authorised requisitions and/or other documented instructions, in accordance with established Agency, Treasury and Finance guidelines, policies and procedures, with reference to the Treasurers Instructions & Contract Review Committee Guidelines.
2. Monitor and follow-up on outstanding orders and communicate delivery or alternate solutions to managers, clinicians, and other key customers of departmental units, including making appropriate adjustments to purchase orders and updating the catalogue database as required.
3. Provide input and assistance regarding contracts, tenders and evaluations and support the resolution of procurement, logistical and product suitability issues
4. Raise purchase orders in accordance with Government Procurement Guidelines and Agency policy.
5. Consult and liaise with supplier representatives to obtain product information, pricing, and competitive quotations to ensure purchased items are both appropriate and cost effective.
6. Liaise with Hospital and Agency staff concerning purchasing, pricing, and contractual agreements, along with relevant storage and distribution matters as necessary.
7. Undertake duties associated with the receiving, storage and distribution of goods, and other stores related functions, including the generation of relevant documentation as required.
8. Generate computer reports and assist with the maintenance and expediting of outstanding purchase orders and account queries.
9. Support managers in the assessment and investigation processes for return and exchange of goods and coordinate with the Budget and Finance Department regarding the application of adjustment notes by providing an audit trail.
10. Identify opportunities for more efficient and effective supply arrangements utilising generated reports by validating auditing and analysing purchasing information.
11. Coordinate consignment stock arrangements and maintain imprest lists as required.
12. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### Key Accountabilities and Responsibilities:

* Working as a member of the Supply Department Team, and under the general direction and supervision of the relevant senior officer, the Supply & Purchasing Officer is directly responsible for the completion of allocated tasks in accordance with legislative requirements, guidelines, financial policies and procedures.
* The Supply & Purchasing Officer is accountable for ensuring the accuracy and integrity of transactions and for providing appropriate information and instruction in relation to procurement, logistic and product operations processes to a range of clients.
* May be asked to undertake relief functions as required in the absence of the Senior Purchasing Officer.
* Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Knowledge of contemporary purchasing procedures including procurement principles and practices, and experience in goods receipt, storage and distribution functions.
2. Ability to provide effective and customer focused solutions and meet daily target and KPI’s as required.
3. Demonstrated computer literacy skills including knowledge of computerised supply systems, spreadsheets and word processing programs.
4. Excellent interpersonal and communication skills, both written and oral, with the ability to liaise/communicate with Hospital, Agency and Supplier personnel.
5. Ability to work as part of a team and within a flexible multi-skilled framework.
6. Satisfactory completion of, or the willingness to obtain, a relevant training certificate in purchasing and/or transport and distribution - warehousing and storage, or equivalent.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).