

## Position Description

### Procurement Operation Officer – Finance Client Support

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**Position No:** New

**Department:** Office of CFO

**School:**

**Campus/Location:** Bundoora

**Classification:** Higher Education Officer Level 6 (HEO6)

**Employment Type:** Continuing, Part time 60%

**Position Supervisor:**

**Number:**

**Other Benefits:** <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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**For enquiries only contact:**

, TEL:      Email:      @latrobe.edu.au

# Position Description

## Procurement Operation Officer – Finance Client Support

### Position Context

The Finance Division strives to be a proactive enabler of robust financial oversight and leadership to strengthen La Trobe University's immediate and long-term capacity to achieve its vision and objectives. This position will assist the Division to progress the three core responsibilities of "Client Relationship, Custodianship and Compliance" pursuit of this aim.

Reporting to the Senior Officer, Procurement Operations the Procurement Operations Officer's primary purpose is to:

- Conduct tactical and operational procurement activities, including driving compliance of Procurement policies
- Support day to day Procurement operations service needs
- Delivery of minor projects

### Duties include:

- Supports the delivery of procurement strategy through executing the end-to-end functions of the Procurement Operation process, including:
  - Support and coordinate of vendor relationships
  - Master Data maintenance
  - Day to day purchasing activities
  - Purchase Order maintenance within the procurement purchase to pay process
  - Review of purchase requisitions; with particular focus on management of outputs from the Procurement Requisition Form (PRF) process
  - Support compliance of Finance Division and University policies through discussion with University business units and appropriate discussion of day to day buying activities
  - Purchasing related General Ledger reconciliations and maintenance for the University
- Apply theoretical and technical knowledge to perform day to day tasks and be responsible in meeting periodic reporting and reconciliation requirements ensuring compliance to policy and standardisation across Finance Client Support.
- Accountability for coordinating and delivering audit requests, across Finance Client Support.
- Work within a Customer Service Framework to identify additional service requirements or service shortfalls and coordinate and/or design the delivery of innovative solutions to maximise service quality, efficiency and continuity, ensuring compliance within Finance Division and across the wider University, in conjunction with Senior Management.
- Report, analyse and interpret data, identify trends, source additional related information where appropriate, to support the resolution of issues/problems.
- Supports the provision of essential Procurement Operations metrics (e.g. outstanding Purchase Order commitments) for reporting purposes.
- Apply appropriate expertise gained through experience and your detailed understanding of theory as well as incorporating relevant University policy to identify and use judgement to

recommend and drive process efficiencies in conjunction with internal and external stakeholders.

- Utilising specialist know-how to generate original ideas and innovative solutions and provide appropriate advice.
- Perform tasks which are guided by policy and procedures, and where relevant, by professional standards applied to a range of assignments.
- Improve professional capability and expertise through appropriate development and/or professional activities.
- Execute minor projects and support major projects within Finance Client Support.
- Other duties, as required from time to time, commensurate with the level of the role.

**Key Selection Criteria may include:**

- A relevant business degree with subsequent relevant experience to consolidate the theories and principles learned or be able to demonstrate an equivalent combination of relevant knowledge and experience in purchase requisitioning and vendor master data maintenance.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Proven ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Proven analytical, problem solving capability and high level of attention to detail.
- Proven communication and interpersonal skills.
- Demonstrated competency with procurement enterprise systems (e.g. ERP systems, e-Procurement tools, SAP).
- Competency with productivity tools (Microsoft Office e.g. Word, Excel, PowerPoint, etc).

**Desirable:**

- Experience in the Tertiary Education Sector.

**Essential Compliance Requirements:**

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University, we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:              Date: