

POSITION DESCRIPTION



Procurement Officer



POSITION DETAILS

Position Title	Procurement Officer
Classification	Level 5
Position Number	7013001
School/Office	Office of Finance
Division	Division of the Chief Operating Officer

POSITION PURPOSE

The Procurement Officer provides procurement expertise and assists stakeholders to source and manage procurement arrangements to effectively meet organisational and business objectives.

KEY ACCOUNTABILITIES

- Conducting and reviewing sourcing activities in accordance with established policies and procedures to meet business needs, including managing university wide panels and self service buying channels-to enable independent stakeholder purchasing
- Support the development of contract management activities, resolution of issues, and negotiate variations to Purchase Orders, contracts and/or agreements to enhance business outcomes.
- Maintain and update procurement records and generate reports on procurement and contract activity to meet organisational compliance requirements and provide access to procurement information
- Provide stakeholder support, including Procurement System training, responding to enquiries, guiding procurement activities within policy thresholds and embedding best practice procurement
- Identify, mitigate, and escalate procurement risks to enable the organisation to meet its obligations and maximise business opportunities.
- Apply procurement governance and risk management frameworks to manage compliance, risk and obligations across all procurement activities.
- Lead probity and governance awareness and adherence with internal customers and suppliers.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant tertiary qualification or an equivalent combination of relevant professional experience, education/training and achievement.
2. Experience in end-to-end procurement activities from business planning, needs analysis to tendering and contract award.
3. Knowledge and ability to undertake and manage procurement matters with minimal supervision.
4. Knowledge of procurement and contract management frameworks including principles and relevant legislative requirements
5. Well-developed written and oral communication skills
6. Excellent interpersonal skills, both oral and written, to enable interaction with staff at all levels coupled with trustworthiness, dedication, professionalism, and a strong work ethic.

KEY RELATIONSHIPS

- **This position reports to:** Senior Manager, Procurement Governance and Sustainability
- **This position supervises:** N/A
- **Key internal relationships:**
 - Director, Procurement Services
 - Procurement Services Team
 - University Stakeholders
- **Key external relationships:**
 - Suppliers

CHALLENGES

- Explaining procurement processes and requirements to those responsible for business unit spend and persuading them to adopt best practice, given the complexity of procurement and the time-pressured working environment
- Keeping up to date with procurement policy, processes and legislation and building knowledge of the business and supplier markets, given the rate of change in these areas.
- Managing conflicting priorities, managing expectations and activities whilst delivering on outcomes.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.
- Procurement Policy
- Delegations of Authority Policy
- Conflict of Interest Policy
- Records and Archives Management Policy
- Risk Management Policy
- Modern Slavery Prevention Policy
- Whistleblowing (Reporting Corruption and Other Serious Wrongdoing) Policy

Approved by:

Date: