



POSITION DESCRIPTION

Procurement Officer

Reports to: Manager – Procurement
Classification: PACCT 6

Department: Procurement
Location: Mildura

About SuniTAFE

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Our Values

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



Primary objectives

- Work with internal and external customers and stakeholders to maintain, monitor and communicate SuniTAFE's procurement and contract management framework and practices aligning Victorian Government requirements
- Design and develop reporting on SuniTAFE procurement to demonstrate compliance and strategic objectives

- Educate and lead procurement practices across SuniTAFE. Interpret and adhere to the Victorian Government Purchasing Board (VGPB) and Social Procurement Framework. The Framework enables buyers and suppliers to deliver social, economic and environmental outcomes that benefit the Victorian community, the economy and the environment

Position summary

The Procurement Officer will oversee all purchasing for the Institute. This position will be required to contribute in the development, redefinition and interpretation of policies related to procurement in line with VGPB requirements which informs the amendment to work processes, as required to remain compliant. The Procurement Officer will also be required to assisting in the facilitation of staff training.

Key responsibilities

Under the general direction of the Manager of Procurement and in accordance with the Institute's policies and procedures, the Procurement Officer is required to:

Work with internal and external customers and stakeholders to maintain, monitor and communicate SuniTAFE's procurement and contract management framework and practices aligning Victorian Government requirements

- Ensure all procurement activity across SuniTAFE applies policies, procedures, practices and probity to comply with SuniTAFE procurement process;
- Review of purchasing to identify and implement changes and improve procurement processes, including reviewing the cost efficiency of existing practices and ensuring adequate controls are in place to minimise expenditure;
- Report regularly to Manager Procurement about current state of of agreements.

Design and develop reporting on SuniTAFE procurement to demonstrate compliance and strategic objectives

- Reporting on funding agreements requiring acquittal, liaise with various departments in regards to their current expenditure based on the funding submission and/or agreement.
- Maintain and monitor a supplier engagement plan.
- Effectively use Technology One Financials.
- Provide spend analysis data and assist in an annual category complexity review of this data.
- Identify and ensure maintenance of procurement records.
- Assist Manager Procurement in procurement plan, probity and evaluation plan, market approach documents and supplier recommendation approvals for the Procurement Approval Committee.
- Development of procurment reports for the Chief Procurement Officer and CEO.
- Maintain or create Standard Operating Procedures (SOP's) relating to tasks performed within role.

Educate and lead procurement and/or contract management practices, policies and processes across SuniTAFE. Interpret and adhere to the Victorian Government Purchasing Board (VGPB) and Social Procurement Framework. The Framework enables buyers and suppliers to deliver social, economic and environmental outcomes that benefit the Victorian community, the economy and the environment.

- Provide training, advice and guidance to SuniTAFE staff on matters related to the procurement policy and procedures;
- Utilise State Purchase Contracts, Social Traders and Victorian Social Enterprise Mapping to assist users engaging appropriate suppliers.

- Educate staff on social procurement objectives and responsibilities
- Lead Tender VIC market release and closing
- Review draft contract agreements and disclosure processes
- Incorporate Victorian Government Purchasing Board updates into appropriate policies and procedures
- Regularly explore opportunities for process improvement

Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute’s annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE’s Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

QUALIFICATIONS & EXPERIENCE:

- Formal qualifications in Business Administration/Financial services or relevant demonstrated experience in a similar environment.
- Demonstrated purchasing experience.
- Experience using of Technology One Financials would be highly regarded.

SKILLS & ABILITIES:

- Strong analytical skills, demonstrating high-level accuracy and attention to detail.
- Proven ability to prepare and interpret commercial and contract information.
- Proficient in the use of Microsoft Office Suite, including Word, Excel and Outlook.
- Exceptional interpersonal and negotiation skills, including significant experience in managing commercial relationships to achieve agreement.
- A high level of written and oral communication skills, with the ability to prepare and review reports and other communications for Executives.
- Ability to manage own workload, and work as part of a team.

Organisational relationships

Subordinates	Key Relationships	
Nil	Internal	External
	<ul style="list-style-type: none"> • All SuniTAFE staff required to raise purchase orders • Financial Delegates • Financial Services team • TAFEKids Inc 	<ul style="list-style-type: none"> • External stakeholders • External suppliers

Key selection criteria

- Demonstrated significant relevant experience in conducting enterprise procurement processes, implementing procurement policies, procedures and processes, preferably in a government context.
- Strong analytical skills, demonstrating high-level accuracy and attention to detail. Proven ability to prepare and interpret commercial and contract information.
- Proficient in the use of Microsoft Office Suite, including Word, Excel and Outlook.
- Technology One Financials experience an advantage.
- A high level of written and oral communication skills, with the ability to prepare and review reports and other communications for Executives.
- Ability to manage own workload, and work as part of a team

The successful candidate will be required to provide:

- ***A successful criminal record check which is less than 6 months old; and***
- ***A working with children check.***

Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.