



Systems Support Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Asset Management

District / Branch:

Procurement Planning & Services Branch

Work Unit:

Procurement Planning & Services Branch

Position Description Number:

Generic 145

Rank / Level / Band:

Level 3

Position Category:

Corporate Services

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

Position Objective

Provides assistance, advice and support to the Western Australia Police Force (WA Police Force) personnel on various aspects of the Materials Management Module of the Resource Management Information System (SAP/RMIS), incorporating governance and systems support for Requisitioning, Purchasing, and Agreements/Contracts planning, formation, compliance and implementation.

Role of Work Unit

The Procurement Planning and Services Branch (PPSB) ensures WA Police Force's procurement practices, policy framework and buyer behaviour is aligned to the agency's strategic priorities. The Branch has direct agency knowledge of the context and strategic purpose driving significant procurement initiatives and serves as a central point of contact for WA Police Force personnel involved in all aspects of procurement, spanning pre-market planning and research, approaches to market, post-market category management and procurement systems governance.

Reporting Relationships

This position reports to:

- System Development Off (Materials Mgt), Level 4

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Purchasing System

- 1.1 Liaises with users of the Materials Management Module in RMIS and advises on appropriate procedures associated with procurement, whilst adhering to policies and guidelines.
- 1.2 Creates and maintains RMIS Outline Agreements, Material Masters, Storage Locations and Source Lists.
- 1.3 Creates and maintains the SIMR uniform product range, data tables and ordering dashboard for police officers.
- 1.4 Ensures the release of Purchase Orders occurs via the Material Management Module and the integrity of data is accurate and in accordance with procurement policy and WA Police procedures.
- 1.5 Participates in systems testing to ensure there is minimal risk of RMIS enhancements adversely impacting on the Materials Management and the purchasing workflow across the agency.

2 Liaison

- 2.1 Assists in the provision of advice and help desk support to users of the Materials Management Module.
- 2.2 Delivers training sessions to personnel on RMIS purchasing and purchasing policies, at the direction of the System Development Officer.
- 2.3 Identifies ongoing purchasing systems issues experienced by end users, logs and communications with the Executive Manager, Procurement Planning and Services Branch and RMIS Unit staff.
- 2.4 Provides advice to end users on uniform policies, procedures, scales of issue and SIMR functionality.
- 2.5 Represents the Procurement Planning and Services Branch at meetings either within the Directorate and/or with personnel from other areas of the Agency as required.

3 Contract Maintenance

- 3.1 Assists with the research and preparation of reports extracted from the Materials Management Module, the development of recommendations, and under supervision, specifies conditions for the administration of contracts.
- 3.2 Performs procurement analysis on spend, to assist in forward procurement planning.
- 3.3 Identifies areas where maximum savings can be achieved through negotiation and application of volume discounts offered by approved suppliers.
- 3.4 Verifies and maintains information in RMIS which is consistent with approved contract variations and extension terms.

4 Other

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Materials Management

Working knowledge of materials management within a large organisation. Providing advice and support on various materials management matters.

Conceptual and analytical

Sourcing information, exporting data from systems, and analysing data. Providing materials analysis reporting. Formulating scoping requirements.

Communication

Reporting information and providing advice to personnel regarding procurement, policies and procedures. Liaising with internal and external clients.

Training

Knowledge of delivering systems training and remote support to personnel in an online environment.

Legislation

Knowledge of purchasing and supply processes and relevant legislation. Understanding requirements and principles to ensure compliance with WA Police policies & procedures, State Supply Commission Act, regulations and policies.

Desirable

Skills in using the Materials Management Module of SAP/RMIS integrated computer system and an applied understanding of the integration with other SAP modules.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Workforce Design and Consultancy	Pamela Soares	11 July 2018
District / Branch Head	Grace Hockey – Executive Manager	11 July 2018