



## Job Description Purchasing Officer Level 2

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<b>Position Number:</b>	10000348	<b>FTE:</b>	1.0
<b>Division</b>	<b>Corporate Services</b>	<b>Agreement/Award:</b>	Government Officers Salaries, Allowances and Conditions Award
<b>Branch:</b>	<b>Finance</b>		Public Service and Government Officers General Agreement 2014
<b>Location:</b>	Leederville		or as replaced

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### Reporting Relationships

#### *Reports to*

Senior Procurement & Risk Management Officer, Level 5

#### *Other officers reporting to the above office:*

Nil

#### *This Office – officers under direct responsibility*

Nil

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### Key Role Statement

The Purchasing Officer is responsible for processing purchase orders and invoices and ensuring compliance with relevant policies and procedures. The Purchasing Officer provides advice to college staff regarding purchasing processes and payment of invoices.

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### Key Responsibilities

- Processes purchase orders and invoices ensuring compliance with relevant policies and procedures.
  - Liaises with college staff, clients and suppliers on purchasing matters.
  - Provides a client focussed proactive customer service that delivers fast, timely and effective purchasing advice (including training) to all college staff.
  - Assists the team in the provision of advice to clients in relation to Common Use Agreements and State Supply Commission policies.
  - Contributes to the development and implementation of process and policy in relation to purchasing practices
  - Interrogates finance systems to generate purchasing related data and reports
  - Undertakes other duties, as required.
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**Selection Criteria****Essential**

- Demonstrated experience within a procurement/finance or administration function of a large organisation.
- Demonstrated proficiency in the use of computerised finance or purchasing systems.
- Demonstrated organisation and time management skills
- Demonstrated ability to work flexibly, both in a team environment and independently with limited supervision
- Excellent communication and interpersonal skills

**Desirable**

- Understanding of government procurement processes, State Supply Commission polices and knowledge of Common Use Arrangements.

**Other Requirements**

- May be required to work from any College campus.

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**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:	Marianne McAdam	Name:	Michelle Hoad
Date:	8 August 2018	Date:	8 August 2018