



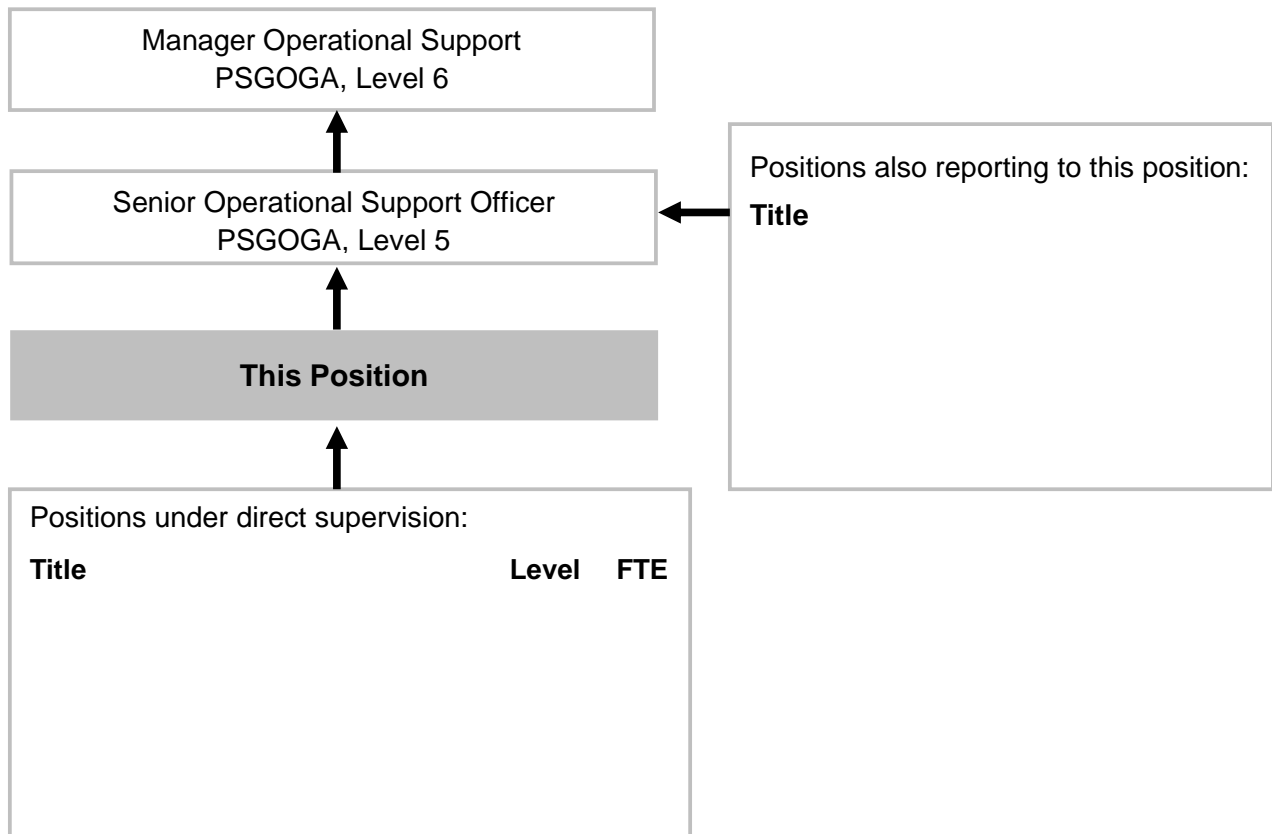
Job Description Form

COMPLIANCE OFFICER

Public Service and Government Officers General Agreement: Level 2
 Position Number; 00000926

Effective Date of Document: January 2019

Reporting Relationships



Key Responsibilities

Monitors and researches purchasing information for all non-stock items in line with Dental Health Services policy and the State Supply Commissions purchasing policy and buying rules. Maintains imprest and delivery schedules, provides client assistance on a daily basis.

Brief Summary of Duties (in order of importance)

1. Administration (Non-Stock Items)

- Monitors and checks compliance against entitlements for stock and non-stock requests to ensure budget management is maintained on imprest and other requisitions.
- Organises the purchasing information and processes requests for all non-stock items and ensures that these are conducted in accordance with State Supply Commission and Dental Health Services Policies.
- Processes requests for all non-stock items in a cost effective manner as not to compromise clinical care and within agency and departmental guidelines.
- Negotiates with suppliers and places orders for all non-stock goods with a line with the North Metropolitan Health Services Delegation Hierarchy.
- Maintains procedures to ensure optimum efficiency of non-stock inventory holding, including product price codes, quality and delivery.
- Prepares and verifies specifications for verbal quotations and makes recommendations as appropriate in a confidential manner.

2. Correspondence and Records

- Ensures correct authorisation is attached to all requests and forwards to appropriate area for processing.
- Ensures that the non-stock inventory is adjusted and reconciled regularly. Maintains appropriate records to enable audit verification in accordance with policy.
- Undertakes monthly monitoring and expediting action to ensure delivery dates are met and outstanding non-stock orders are followed up.
- Coordinates ordering schedule for Dental Health Services and maintains Dental Health Services imprest as directed.
- Other duties as required.

3. Education & Training

- Undertakes education and development in relevant courses to ensure currency of knowledge.

4. DHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of DHS activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
- Completes mandatory training (including safety and quality training) as relevant to role.

- Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

Work Related Requirements

Essential Selection Criteria

1. Sound negotiation, communication and interpersonal skills.
2. Well-developed organisational and time management skills.
3. Ability to work effectively in a team environment.
4. Sound personal computer skills, including Microsoft Office.

Desirable Selection Criteria

1. Knowledge of Dental Equipment and Products.
2. Knowledge of Government Purchasing Policy.
3. Current knowledge and commitment to Equal Opportunity, in all aspects of employment and service delivery.

Appointment Criteria

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

SPECIALISED EQUIPMENT OPERATED:

Certification

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

<u>Michael Shepherd</u>		or	<u>HE06127</u>	<u>13/02/2019</u>
Manager / Supervisor Name	Signature		HE Number	Date
_____	_____		_____	____/____/____
Dept. / Division Head Name	Signature		HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

		or		
Occupant Name	Signature		HE Number	Date

HSS Registered: Yes/No	Date: 13/08/19
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