



HSS REGISTERED

Assistant Purchasing Officer

Health Salaried Officers Agreement: G-3

Position Number: CG008633

**Department of Medical Technology and Physics / Medical Division
Sir Charles Gairdner Hospital / North Metropolitan health Service**

Reporting Relationships

Head of Department
Award Level: P7
Position Number:000195



Principal Medical Physicist
Level P6
Position Number: 000165



This Position



← Also reporting to this supervisor:
Medical Scientist-in-Charge
Clinical Physicist Manager
Senior Medical Scientist (x3)
Medical Scientist (x3)
Research Assistants
Fellow Ophthalmic Surgery
Quality Manager
Purchasing Officer

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

To assist the Purchasing Officer in the sourcing, purchase, receipt, distribution, safety and quality checking and storage of all equipment, spare parts and consumable resources required by the department and its customers.

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Brief Summary of Duties (in order of importance)

1. Purchasing duties

1. Receive goods into the department, including ensuring all appropriate documentation is provided and correctly stored and that electrical safety checks and quality assurance checks are carried out on equipment items by the department's Technical Officers as appropriate before they are despatched to the ordering department or ward.
2. Follow up of orders not received by the expected time and follow up of delivery of incorrect or damaged goods.
3. Returning of goods to suppliers where required, including packing of goods to be returned and raising of Goods Advice notices. Organise courier services for items to be despatched.
4. Effectively use eMed, iProcurement and the departmental credit card, in the purchase of electronic components, mechanical materials, computing requirements, new and replacement equipment, computer software, chemicals and external services for the Department of Medical Technology & Physics.
5. Provide information to eMed allowing the raising of invoices for items or activities payable to the department.
6. Carry out stock checks of departmental and satellite stores to facilitate stock inventory maintenance.
7. Facilitate the purchase, receipt and safe and lawful handling of required chemicals, primers and equipment for the Australian Inherited Retinal Disease Registry and DNA Bank.
8. Provide specifications and recommended updates and improvements for the purchasing module of eMed, the department's computerised management system.
9. Maintain appropriate electronic and hard copy records of the activities of the purchasing section.
10. Liaise with other departments, HSS Accounts Payable, commercial suppliers, other purchasing officers and MTP staff in relation to electronic & mechanical components, repair of hospital equipment, price adjustments, special payment arrangements and inventory levels.
11. Provide specialised purchasing advice to MTP and other departments of SCGH.

2. NMHS Governance, Safety and Quality Requirements

1. Participates in the maintenance of a safe work environment.
2. Participates in an annual performance development review.
3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
4. Completes mandatory training (including safety and quality training) as relevant to role.
5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

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Work Related Requirements

Essential Selection Criteria

1. Experience in purchasing and inventory management
2. Knowledge of computerised purchasing and inventory systems
3. Developed communication, interpersonal and negotiation skills with an ability to establish a business partnership/relationship with customers
4. Demonstrated problem solving and time management skills
5. Awareness of relevant WA government procurement policies, legislation and practices
6. Good computer skills, including efficient data entry skills

Desirable Selection Criteria

1. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

Appointment Prerequisites

Appointment is subject to:

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

Certification

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

Manager/Supervisor

Name: John De Roach
Signature/HE: HE46774
Date: 23 Jun 2020

Dept./Division Head

Name: Janette Atkinson
Signature: HE34127
Date: 23 Jun 2020

Position Occupant

Name:
Signature:
Date:

Created on: January 2021

Last Updated: February 2021

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