

JOB ROLE STATEMENT

PROCUREMENT SYSTEMS OFFICER LEVEL 3

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH SUPPLY AND TRANSPORT

POSITION NO P0062276

KEY RESPONSIBILITIES

Provide support to the Systems and Quality Manager (S&QM) in the implementation and management of procurement systems. Provide support in the development of procurement systems procedures and provision of training in the use of systems.

KEY DELIVERIES

Procurement Systems

- Provide support to the S&QM in on-going development, maintenance and availability of procurement systems including the Purchase Order / Procure to Pay, Credit Card Systems and Contract Tracking System (CTS).
- Provide training and support to personnel in the use of Procurement Systems and CTS.
- Arrange access for users to procurement systems.
- Administration of Corporate Credit Cards including issue and cancellation of cards, maintenance of cardholder agreements, issue of transaction statements and monitor trends in card usage.
- Import and monitor the accuracy of data into CTS.
- Monitor and assist Contract Managers in their monthly processing of financial accruals for contract work.
- Enter receipt details for items obtained via purchase orders.
- Provide administration support with fleet management including the management of the fleet database, vehicle booking and locating systems, and vehicle fringe benefits management.

Quality

- Provide administration support in maintaining the corporate procurement function quality management system in accordance with the Integrated Management System.

System Monitoring, Enhancement and Performance Reporting

- Carry out and report on integrity checks and audits of CTS.
- Provide management support in compiling performance indicators for the procurement function.
- Gather data from various systems e.g. SQL Reporting, SAP, Microsoft Access or Oracle etc. and prepare corporate and Government procurement reports for Manager Corporate Procurement.
- Provide technical support to Procurement Managers in monitoring contracting and procurement milestones.
- Develop custom reports to extract information from computer databases for general users, corporate reporting, ministerial enquiries and parliamentary questions.
- Recommend system and business improvements relating to the procurement systems and CTS.

Stakeholder Relationships

- Build and enhance working relationships with internal and external stakeholders.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
SYSTEMS AND QUALITY MANAGER

LEVEL 6

POSITION NO
P0056753

PROCUREMENT SYSTEMS OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Skill, knowledge and experience in:
 - use of information technology within a financial system, including tools such as data analytics and development of database queries
 - computer database maintenance including collecting, compiling, reviewing and maintaining data
 - written communication including analytical or technical/statistical report writing
 - analysis and problem solving
 - building and enhancing stakeholder relationships
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

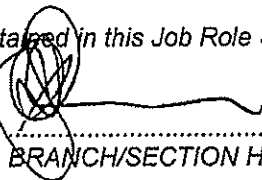
DESIRABLE:

- A Certificate in Information Technology.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE



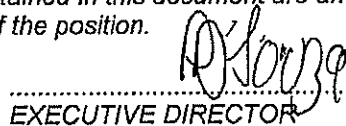
BRANCH/SECTION HEAD

DATE

20/03/2021

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

SIGNATURE



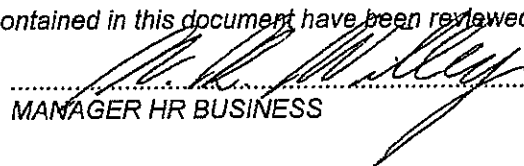
EXECUTIVE DIRECTOR

DATE

20/05/2021

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE



MANAGER HR BUSINESS

DATE

21/5/21