



## Purchasing Officer Baldivis Secondary College

<b>Position number</b>	00043895
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2022</a> or as replaced.
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Baldivis Secondary College is available on [Schools Online](#).

For further information about the Department of Education, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Conduct purchasing in line with Department policies and procedures.
- Research and source goods and services and maintain contractual obligations.
- Administer financial processes, including monitoring corporate credit card expenditure, account coding, reconciliations and GST coding.
- Provide Cost Centre Managers with periodical financial reports.
- Administer the operation of school databases, records and management information systems.
- Provide administrative assistance across school teams as business needs arise.

### Selection criteria

1. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to negotiate and liaise effectively with individuals at all levels.
2. Demonstrated sound knowledge and understanding of financial processes and procedures.
3. Demonstrated sound planning and organisational skills, with the ability to work independently and within a team.
4. Demonstrated sound ability to use a range of computer applications including databases, spreadsheets and word processing.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 1 September 2023  
Reference D23/1509502