

## Purchasing Officer

Reports to Finance Manager  
Band Band Classification Level 3, Health Purchasing Victoria Enterprise Agreement 2018

### Position summary

The Purchasing Officer at HealthShare Victoria (HSV) is responsible for coordinating and performing activities involved with purchasing a diverse range of goods into the HSV distribution centre. The Purchasing Officer is an integral part of the procure to pay process in purchasing of goods in an efficient, compliant, and timely manner. The role will support adherence to purchasing strategies, ensuring that preferred suppliers of health services are used in compliance with HealthShare Victoria's policies and procedures. Catalogue management and supply chain operations adopting a process improvement mindset is also a key requirement.

### Specific Duties and Responsibilities

- Process procurement service requests and purchase requisitions in a timely manner.
- Process allocated purchase requisitions and orders for clinical and non-clinical goods and services.
- Ensure all purchase requests are checked for compliance with HSV policies and procedures.
- Advise internal and external stakeholders on procurement policies, procedures and commercial arrangements related to purchasing decisions.
- Support the distribution centre team with supply chain activities through:
  - Sourcing items and placing orders as required
  - Assisting to resolve invoicing and payment issues
  - Obtaining samples from suppliers and communicating product recalls in line with internal processes and procedures
  - Working independently and/or with Category Managers to search for alternate products if stock is unavailable
  - Checking availability of stock with suppliers.
- Assists with the resolution of discrepancies or problems that prohibit timely ordering of goods and services or timely payment of invoices.
- Maintain appropriate knowledge of HSV projects and activities and account categories for capital expenditures, to ensure proper recording of capital transactions.
- Respond to inquiries from vendors regarding outstanding invoices, or backorders, overnights and returns.
- Runs ad hoc reports to monitor purchasing activity
- Communicate changes to the business in an effective manner
- Ensure all purchase requests have been approved at the appropriate financial delegation level.
- Conduct financial due diligence at appropriate stages in the Procure to Pay process.

- Managing the internal FMIS catalogue of regularly used products and services to ensure that the most appropriate products are listed, including regularly updating and cleansing the catalogue.
- For one off requests where there is no listed product: advising the requestor of the most suitable course of action, guiding them through the process and assisting where appropriate.
- Compile reports and update records as required.
- Identify and drive process improvement opportunities.
- Liaise extensively as required with all stakeholders and suppliers to provide an uninterrupted supply of goods and services to health services.
- Collaborate extensively with the wider Procurement team to help identify service improvements, to obtain best value for the organisation, and to implement a category management agenda.
- Build positive working relationships with stakeholders, by seeking to understand their challenges and help to find solutions to their needs.

## **Leadership**

- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with Senior Leadership Team, Executive Leadership Team and key HSV stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

## **HSV Values and Cross Functional Collaboration**

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV values:
  - We are customer-focused; we focus on customer and patient outcomes
  - We keep it simple; we strive for efficient and effective ways to achieve our goals
  - We are collaborative; we work as a team toward common goals
  - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
  - We inspire confidence; we do the right thing. We are open, honest and trustworthy

## Data Security

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Purchasing Officer may be required to undertake other duties from time to time.

## Qualifications and Experience

### Academic

- Bachelor's degree in relevant field or a Graduate certificate in Logistics and Supply Chain Management.

### Experience

- Minimum 2 years of relevant Purchasing experience
- Experienced in working within a modern P2P system. Experience in Oracle ERP is advantageous.
- Knowledge of strategic sourcing and category management – Desirable.
- Strong customer service/administrative skills and experience
- Strong written and verbal communication skills with the ability to engage with a broad range of stakeholders
- Proficiency in the use of Windows based applications (Excel, Word, outlook etc.)

### Personal

- Highly developed interpersonal skills and demonstrated ability to communicate effectively.
- Ability to work closely with other team members and to engage stakeholder, both internal and external.
- Ability to work within a high-volume transaction and diverse business environment
- Excellent time management skills, flexibility, and an ability to work unsupervised and under pressure
- Excellent attention to detail with high quality data entry and typing skills
- Ability to manage multiple suppliers at one time with a strong focus on high service delivery standards
- Self-motivated and pro-active achiever able to meet deadlines
- Task oriented with a strong ability to work autonomously
- Able to uphold ethical standards and values, and to act with integrity.