

Position Title: Purchasing Officer

Campus: Grampians Health (campus upon agreement)

Directorate: Corporate Services

Department: Supply

Reporting to: Purchasing Supervisor

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade (HS2)

Enterprise Agreement: Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The preparation of documentation relating to the procurement of goods and services to all programmes and services within Grampians Health. To facilitate the management of the computerised inventory catalogue for the efficient and timely delivery of all equipment requests to all of the Supply Services clients.

KEY ACCOUNTABILITIES

- Generate purchase orders for approval by supply manager
- Obtain quotes form from suppliers
- Maintain relationships with suppliers and company representatives
- Coordinate stock returns e.g. generate freight dockets etc
- Updating GH purchasing catalogue as required
- Liaise with Accounts Payable to resolve invoicing and payment issues with suppliers
- Accurately assemble orders and requisitions for wards, departments, associated hospitals and other cost centres
- Provide a high level of customer service to internal and external customers
- Ensure knowledge of product and suppliers is kept up to date
- Provide technical support and leadership within the purchasing team
- Work within the established parameters of the supply department, ensuring that all policies and procedures are adhered to. Any potential breaches must be reported in a timely and confidential manner
- Participate in Health Purchasing Victoria's (HPV) Product Reference Groups (PRG) as required
- Expertise in Epicor and ARM education to GH users as required

KEY SELECTION CRITERIA

Qualifications and Experience

- Relevant tertiary qualifications in procurement and/or experience in procurement/supply environment would be an advantage. Previous experience in a healthcare setting would be highly regarded
- Must have a current unrestricted Victorian Driver's License.

Technical/Professional Knowledge and Skills

- Demonstrate intermediate computer literacy including but not limited to Microsoft Office suite
- A working knowledge of Epicor and ARM (Precise) software would be an advantage.
- Demonstrate a minimum of year ten (10) level numeracy & literacy skills
- Customer Focus Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organization's needs.

Personal Attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Quality Orientation:** Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time

- **Initiating Action** – Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
- **Managing Work (includes Time Management)** – Effectively managing one’s time and resources to ensure that work is completed efficiently.

Interpersonal Skills

- **Collaboration:** Working effectively and cooperatively with others; establishing and maintaining good working relationships
- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

PHYSICAL DEMANDS OF THIS ROLE:

- Lift up to 15kg Manual Handling
- Push/pull trolley up to 250kg
- Bending / twisting / squatting / kneeling / sitting / standing / walking
- Reaching above shoulder height
- Driving forklift
- Manual vehicles including medium truck & van
- Computer operation

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.