

## Position overview

<b>Position title</b>	Procurement Officer
<b>Business unit</b>	Corporate Strategy and Performance
<b>Remuneration type</b>	Indoor EA
<b>Reports to</b>	Procurement Operations Manager
<b>Direct reports (role)</b>	Nil
<b>Locations(s)</b> (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Southern Corporate Centre
<b>Success profile</b>	5.3 Procurement Role Success Profile
<b>Delegation level</b>	Not Applicable

## Position purpose

This role is responsible for capturing, enabling, and sustaining value by; supporting the business in purchasing activities and transactions, tactical sourcing, and contract management, ensuring suppliers are paid on time and maintaining accurate records.

Deliver consistent, optimised fit for purpose outcomes in cooperation and collaboration, to continue the optimisation journey of; the Procurement function, and the outcomes that are delivered for Unitywater.

## Position accountabilities

Key functions of the role include:

### Procurement Support and Advice

- Provide support and advice to stakeholders in the effective use of the Financial Management System and application of Procurement policies and processes.
- Assist stakeholders in delivering best practice procurement that enhance business outcomes.
- Ensure transparent accountability throughout all procurement and contract management activities.

### Contract Management

- Provide support and assistance in managing low value, low risk, and or low complexity contracts, including liaising with internal stakeholders and suppliers.
- Manage variations, contract extensions and cessations, price and performance reviews and interpret contracts to ensure contractual obligations are fulfilled.
- Maintain accurate records of contract related documentation in the Enterprise Content Management System,
- Create, update and close contract records in the Financial Management System, ensuring that contract information is accurate.

- Adhere to procurement policies and procedures while managing contracts, contributing to effective contract management.

#### Market Approaches and Supplier Agreements

- Prepare and manage the process for low value, low risk and or low complexity market approaches.
- Liaise with internal stakeholders, suppliers, and perform market research to gather relevant information for the procurement process.
- Obtain and evaluate quotes to ensure value is being delivered. Liaise with Legal Services and suppliers to negotiate and finalise terms and conditions for agreements.
- Prepare and arrange for the execution of low value, low risk, and low complexity agreements.

#### Purchasing transactions

- Review submitted purchasing transactions for correctness and compliance with policies and procedures.
- Review and provide guidance to internal stakeholders on transaction justifications in accordance with Procurement policy.
- Undertake purchasing transactions within the Financial Management System, where required.
- Undertake and reconcile purchase card transactions in compliance with policies and procedures.

#### Supplier Payment and Purchase Order Management

- Liaise with internal stakeholders to ensure timely payment of suppliers.
- Close out aged purchase orders and cancel aged receipts.
- Resolve pricing discrepancies with suppliers.

#### Reporting

- Generate reports to provide insights for stakeholders, including accuracy and currency of purchasing transactions in the Financial Management System.
- Catalogue Management
- Analyse purchasing transactions to identify the need for new goods or services in the catalogue.
- Provide new or updated supplier pricing information to the Cataloguer.
- Continuous Learning and Safety
- Actively seek learning and development opportunities.
- Work safely and participate in safety audits, reporting and inspections.
- Work effectively as a member of the Procurement Branch and always deliver quality customer service.
- Meet all HACCP (Hazard Analysis Critical Control Point)
- Meet relevant ISO standard
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

## Key relationships

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Key working relationships internal and external to Unitywater are:

- Procurement Operations Manager
- Procurement Team Members
- Goods and Services Cataloguer
- Internal stakeholders
- Legal Services
- CS&P Business Unit
- Suppliers and potential Suppliers

## Capability requirements

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The requirements for the position are:

- Demonstrated experience in the management of professional purchasing systems
- Current C Class Drivers Licence.

Within the context of the duties and accountabilities described above, the ideal applicant will be someone who has:

- Proven experience in providing procurement support demonstrating judgement, initiative, accuracy and discretion in performance of duties within a large organisation operating in a dynamic environment.
- Well-developed interpersonal and relationship management skills with a demonstrated ability to participate as part of a team, sharing information and supporting others and contributing to a positive work environment.
- Effective time management and prioritisation skills with the ability to work independently, prioritise and coordinate a range of tasks, and maintain energy and resilience to see projects through to close.
- Proven ability to work as an effective, positive team member, in an environment that practices skill sharing and job and/or task rotation.
- Effective problem-solving skills with the ability to identify and effectively articulate problems and to recommend innovative solutions.
- Ability to follow written and oral instructions, to work within guidelines and procedures and to provide a quality administrative service.
- A thorough understanding of systems (computer and administrative), services, policies and operations of Unitywater.
- Demonstrated skills and experience in the Microsoft suite of products and procurement related modules and finance systems.
- Desirable to have Chartered Institute of Procurement and Supply membership or equivalent and qualifications at an appropriate level.

## After hours service

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This role may be required to participate in after-hours work and be part of an on-call roster as the need may arise to ensure the continuity of service to Unitywater's customers

## One Unitywater Behaviours

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The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

*Create the Future* is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

*Care Together* is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

*Own It* is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.