


POSITION DESCRIPTION

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| JOB TITLE | Procurement and Reporting Officer | |
| REPORTS TO | Procurement and Reporting Manager | |
| DATE | March 2024 | |
| CONTRACT TYPE | Fixed Term Contract – Part Time or Full Time | |
| SALARY GRADE | 3 | |
| ORGANISATONAL CONTEXT | | |
| <p>Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation’s goals.</p> <p>Our employees are community focussed, embrace change, are agile and are solution focused.</p> <p>Our employees are committed to our organisational values that guide our decision making and behaviours.</p> |  | |
| POSITION OBJECTIVE | | |
| <p>The Procurement and Reporting Officer administers the tender and procurement process at WentWest, ensuring compliance with legal and contractual obligations. They also assist the team in evaluating and reporting on commissioning activities during scheduled reporting periods.</p> | | |
| KEY STAKEHOLDERS | | |
| <p>Contracts Coordinators Provider Success Specialists Program Managers / Contract Owners</p> | <p>Finance Legal Quality & Governance HIU</p> | |
| KEY RESPONSIBILITIES | | |
| <p>Procurement Administration</p> <ul style="list-style-type: none"> • Provide administrative assistance in WentWest's tender evaluation and award process,, assisting in organising tender evaluation team, providing supporting documents, answering queries from evaluation team , and collating documents to achieve the award of contracts in a timely manner • Serve as a TenderLink/CRM SuperUser for WentWest, ensuring accurate and timely information is available within the system for a range of procurement and tender exercises, including report generation • Generate contracts in Folio/DocuSign and coordinate the handover of signed documents to the relevant Wentwest Teams • Support Program or Stakeholder and Provider Success teams in submitting requests for procurement activities and escalate any commissioning needs (e.g., fill in Case Form Reports) • Liaise with other business units such as Finance, ICT, PMHC, Strategic Programs, and Compliance, as required | | |

POSITION DESCRIPTION

- Assist in the delivery of activities and actions from project plans and meetings. Act as a point of contact for tender, procurement, and contractual issues, liaising with staff, legal advisors, funders, and providers when necessary
- Stay abreast of developments in health policy and practice, ensuring alignment with organisational objectives

Reporting and Evaluation

- Assist the team, when required, to prepare accurate and timely internal and external documentation, reports, and presentations related to commissioning activities

Culture

- Contribute to a constructive workplace culture and a safe workplace. Model the organisation's CORE values and ensure all workplace conduct is consistent with the behaviours associated with those values and the WentWest Code of Conduct.

Finance and Resources

- Manage allocated finance and resources efficiently and effectively in accordance with the WentWest Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an allocated budget, corporate records, intellectual property and personnel records and include the correct retention of data and records.

Other Responsibilities

- Fulfil additional tasks as reasonably requested, adhering to the broader organisational goals and directives
- Uphold 'best practice' standards in all areas of responsibility, ensuring excellence and efficiency
- Abide by all organisational policies and procedures, contributing to a culture of compliance and integrity
- Prioritise safety of yourself and others in accordance with WentWest's Workplace Health and Safety (WHS) policies and the Workplace Health and Safety Act 2011

*WentWest is an evolving organisation of continual improvement.
The role scope described is intended as a guide to the responsibilities.*

ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED

- Some out of hours work on evenings and weekends will be required e.g. tenders, community forums, or meetings

MANAGEMENT SYSTEM

- Ongoing compliance with WentWest management system requirements.
- Staff member – Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position are reviewed and updated in accordance with the Control of Documents and Records Policy.

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

POSITION DESCRIPTION

- Ongoing compliance with WentWest's Information Security Policy and the information security components of the WentWest Management System.

QUALIFICATIONS

Are not essential in this role.

SKILLS AND EXPERIENCE

Essential

- Previous experience in a similar role or in an administration role, or a degree in health, social science, or a related field
- Excellent verbal and written communication skills, with strong interpersonal abilities to build relationships with stakeholders and suppliers at all levels
- Ability to analyse data, draw insights, and support informed decision-making
- Demonstrated attention to detail to ensure accuracy in contracts and compliance with procurement policies
- Strong ability to collaborate and work effectively as part of a team
- Proven ability to manage multiple priorities, time pressures, and deadlines in a dynamic environment
- Strong problem-solving skills with the ability to identify issues and implement effective solutions

Desirable

- Knowledge of the Australian Health or Human Services system
- Experience in procurement administration or working in a process driven environment
- Basic understanding of budgeting, cost analysis, and financial principles to make informed procurement decisions
- Customer Relationship Management (CRM) Systems Knowledge (Folio)
- Familiarly with procurement software and tools
- Experience managing contracts from creation to execution
- Ability to negotiate favourable terms with suppliers

PRE APPOINTMENT REQUIREMENTS

- Right to work in Australia documents (Passport, or Birth certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- National Police check completed in the last 6 months
- Working With Children Check

WENTWEST VALUES - behaviours and ways of working the organisation sees as critical

Display an attitude and behave in a manner that is in keeping with our Core Values and through own behaviour, and through effective implementation of a positive team-based culture.

Creativity – challenge convention

Leadership – Inspire action

Equity – actively overcome barriers

Excellence – be the best we can be

Respect – understand others