Australian National University

Position Description

College/Division:	Finance & Business Services
Faculty/School/Centre:	F&BS
Department/Unit:	Expenditure Procurement & Supplier Management
Position Title:	Procurement Specialist
Classification:	ANU Officer Level 8
Position No:	43462
Responsible to:	Strategic Procurement Manager
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	D7

PURPOSE STATEMENT:

As part of the University Procurement & Contract Office (UPCO) the Procurement Specialist is responsible for executing procurement strategies to meet the Universities objectives.

The Procurement Specialist will provide specialist advice, guidance and assistance for the provision of procurement and contract management services to the University. They will also assist in identifying savings and efficiency initiatives whilst improving service delivery and reducing risk.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

As a member of UPCO, the Procurement Specialist will work closely with a range of key stakeholders within Colleges and Service Divisions as well as external vendors and suppliers.

Role Statement:

Under the broad direction of the Strategic Procurement Manager, the Procurement Specialist will:

- Support the execution of procurement strategies to achieve cost effective provision of services, whilst improving quality and reducing risk for the University;
- Assist Colleges and Services Divisions to run effective and ethical procurement activities to achieve the timely provision of services.
- Liaise, collaborate and partner with internal stakeholders to ensure procurement and contract management decision are consistent with the University's policies and processes.
- Pro-actively identify and manage issues/risks in the procurement space and seek and implement opportunities for continuous improvement and value add in the procurement and contract management space.
- Update and maintain all relevant procurement and contract information in the appropriate University systems.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Undertake other duties as required from time to time consistent with the classification level of the position.
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SELECTION CRITERIA:

1. Relevant qualifications and relevant experience in Procurement or an equivalent combination of experience and education/training is required.
2. Proven ability to plan and prioritise workflow for yourself and others, whilst managing conflicting deadlines and demands to meet performance targets. Experience in the education sector will be highly regarded.
3. Demonstrated high level of written, oral and interpersonal skills, including the ability to prepare complex documentation and reports and provide advice to stakeholders and senior management when required.
4. Well-developed data collections skills, with an ability to interpret and undertake analysis that drives creative problem solving, proposal preparation and negotiations.
5. Demonstrated problem analysis and resolution skills, including excellent self-organisation, time and workload management skills and the ability to achieve required outcomes.
6. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:		**Date:**	

References:
Professional Staff Classification Descriptors
Minimum Standards for Academic Levels (MSAL)

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Finance and Business Services	**Dept/School/Section**	Expenditure Procurement & Supplier Management
Position Title	Procurement Specialist	**Classification**	ANU Officer 8 (Administration)
Position No.	43462	**Reference No.**	564215

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):