

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Purchasing Officer
<b>Award Classification:</b>	HS1
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Associate Director Supply Chain

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

To assist with the accurate and timely processing of

- a) converting purchase requisitions to purchase orders and sending those orders to the appropriate supplier; and
- b) invoicing, post purchase order, checks and validation.

You will also be required to complete office administration duties as listed.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

1. To convert purchase requisitions to purchase orders (create purchase orders within 24 hours 80% of the time). Send the purchase orders to the appropriate supplier whilst complying to current legislation and EH Policy requirements and ensuring oversight of the overall procure-to-pay workflow. In doing so you must ensure the quantity, description of goods and pricing is 100% accurate to the goods requested to be ordered. Where required provide feedback to customer where the requisition is incomplete, is unable to be filled by the nominated supplier, or does not comply to legislation or EH policy.
2. Maintenance of purchase orders that require any system update with ETA, pricing or other notification changes as advised. Manage aged purchase orders as required.
3. Where requested, follow up outstanding purchase orders with suppliers that are due to be received and update FMIS as appropriate. Liaise with customers to provide updated ETA and price change feedback (where required).
4. Monitor, sort and action all emails coming into the Supply email inbox.
5. Action all helpdesk queries that are allocated to Purchasing team within the SLA requirements.
6. Publish Daily Reports (e.g. End of Day Report, Daily PO Report and Outstanding Order Report).
7. In Conjunction with the Buyer, provide adequate oversight and recommendations to both Accounts Payable and Supply regarding invoice validation checks where purchase orders have not been filled correctly by Supplier.
8. In conjunction with the Buyer, assist Accounts Payable and Suppliers with system or other issues, relating to invoices, which have resulted from the purchase order process.
9. With guidance and support from the Buyer, process all requests for invoicing / purchase order checks in accordance with EH Policy requirements and ensure all work is organised, transparent and accessible.
10. Assist with FMIS purchase order updates (pricing or other changes), which may be impeding Accounts Payable's ability to approve invoices for payment.
11. Where required organise customer return of goods.
12. Where required process requests for new suppliers to be set up on system.

13. To respond in a timely fashion to any customer queries.
14. Ensure all departmental Standard Operating Procedures (SOP's) are followed.
15. Other duties appropriately requested by the Associate Director Supply Chain.
16. Act as a role model of Eastern Health values.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. EASTERN HEALTH'S PROMISE**

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## **10. ATTACHMENTS**

- Attachment 1 Key Selection Criteria

## **11. NOTE**

*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.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Manager

**INCUMBENT STATEMENT**

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**ATTACHMENT 1**

**KEY SELECTION CRITERIA**

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**Essential**

- Sound experience in similar role with use of Oracle (or similar software package).
- Computer literacy and understanding of MS Office and windows based systems (minimum of intermediate level).
- Methodical, organised and accurate work approach.
- Self-motivated, with demonstrated time management capabilities
- Excellent organisational skills with demonstrated time management capabilities.
- Advanced and effective interpersonal communication skills, both written and oral.

- Demonstrated understanding of customer service of internal and external customers and is committed to effectively meet their needs in a helpful and professional manner

### **Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*