

## POSITION DESCRIPTION

# Buyer and Purchasing Officer

## POSITION DETAILS

<b>POSITION NO:</b>	9766	<b>UNIT:</b>	Rates, Procurement and Finance Operations
<b>EMPLOYMENT STATUS:</b>	Full Time	<b>LOCATION:</b>	Cleary's Gates Depot
<b>DIVISION:</b>	Office of the Deputy General Manager	<b>CLASSIFICATION:</b>	MO Level 2

## OBJECTIVES

### MISSION STATEMENT

Working together to make Hobart a better place for the community.

### DIVISION OBJECTIVE

The principle purpose of the Office of the Deputy General Manager is to support the City of Hobart in the delivery of its strategic outcomes through the provision of effective governance and financial services.

### POSITION OBJECTIVE

This role is responsible for purchasing, managing a range of contracts and conducting market analysis to deliver best value for money outcomes for the City in line with procurement and contract management best practice. This role will also provide advice and purchasing assistance to stakeholders.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Purchase goods and services as required to achieve value for money for the City, including preparing and raising purchase orders and order schedules.
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings utilising procurement best practice tools and methods.
- Contract manage a range of the City's goods and services contracts in line with contract management best practice.
- Undertake procurement value analysis including monitoring market trends, pricing, data and cost reduction activities.
- Implement continuous improvement initiatives particularly in relation to the City's inventory and warehousing management.
- Undertake research and prepare reports and documentation on the City's procurement activities that can be easily understood by non-specialists.
- Provide advice, support and guidance to internal stakeholder on purchasing, stores, inventory and general procurement.
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships.



**Work Health and Safety:** To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

To implement the Council's WHS Management System to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to works for whom you are accountable.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## **ORGANISATIONAL RELATIONSHIPS**

### **REPORTING RELATIONSHIPS**

#### **1. INTERNAL**

The Buyer & Purchasing Officer reports to the Stores and Procurement Coordinator. It will provide advice and assistance to stakeholders.

#### **2. EXTERNAL**

This role will be required to communicate and negotiate frequently with the City's suppliers, contractors, and seek out new relationships where appropriate.

#### **3. DIRECT REPORTS**

Nil.

## **SELECTION CRITERIA**

1. Certificate IV in Procurement, Supply Chain Management or a related discipline and significant experience in purchasing and managing contracts.
2. Well-developed contemporary contract management skills and experience working in a purchasing team.
3. Well-developed interpersonal skills, including the demonstrated ability to negotiate, liaise, consult and provide advice along with the ability to build and maintain effective, productive and professional working relationships with a variety of stakeholders including suppliers and the market.
4. Well-developed written communication skills, including the ability to produce information, reports and documents that are logical, clear, accurate, concise and readily understandable to non-specialists.
5. Demonstrated problem solving, research and analytical skills, including demonstrated experience in data analysis.
6. Experiencing using finance, inventory and general office systems.
7. Current drivers licence and Police Check and Forklift License or the ability to obtain a Forklift License.