

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Procurement Manager
Position Number	
Classification	Professional Level 7 / Level 8
Location	85 Commercial Road, Melbourne
Effective Date	July 2018

Purpose:

The Procurement Manager is responsible for the end-to-end procurement process at the Institute, managing the overall efficiency and effectiveness of institute-wide purchasing systems and processes. A key component of this role will be the preparation of tender evaluation plans for various supplies and to investigate ways to improve systems and processes. The Procurement Manager will be customer focussed with strong relationship management skills.

Supervision Reporting Relationships:

This positions' supervisor/manager	Chief Financial Officer (CFO)
Other positions reporting to <u>this</u> position	None

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p>Management of procurement systems and processes</p> <p>Investigate and implement improvements to current systems and processes. Investigate and implement new systems and processes, such as expenditure reimbursements. Liaise with other institutions in respect of benchmarking prices for products and service. Liaise directly with suppliers and negotiate more favourable pricing for products and services. Ensure compliance with Institute procurement policy.</p>
2.	<p>Management of IPOS system</p> <p>Setting up new user access as required. Develop and lead in-house training for users of the IPOS and promote greater and more efficient use of the system. Maintain the IPOS administration protocols. Update database as required.</p>
3.	<p>Procurement transactions</p> <p>Oversight of purchase requisitions, collection and matching with invoices and delivery dockets and generation of payments. Data processing and end to end purchase order generation. Follow up all outstanding purchase orders.</p>

Key Responsibility Areas		
		Invoice matching. Respond to purchasing related queries.
4.	Occupational Health & Safety	Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Employees.
5.	Training	Responsible for completing all required training in line with the position / role.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Experience / Knowledge / Attributes		
1.	Previous experience in a similar role	Essential
2.	Previous experience in conducting tender evaluations	Essential
3.	Well developed, high level communication and negotiation skills	Essential
4.	Demonstrated knowledge and/or understanding of purchasing databases/systems	Essential
5.	Strong relationship management skills, including experience negotiating with suppliers	Essential
6.	Proven ability to work independently and without supervision	Essential

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet’s culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Peter Spiller.