

POSITION DESCRIPTION

Position Title:	Senior Officer – Procurement Operations
Institute / Division / Business Unit:	Finance and Operational Services ANSTO Enterprise Services
Section or Unit:	Sourcing and Procurement
Classification:	Band 4
Position Description Number:	PD-1971
Work Contract Type:	Technical

POSITION PURPOSE

To deliver an efficient, effective and compliant site wide commodity procurement service which supports ANSTO's business needs. Communicates with people at all levels, across the organisation to gain understanding of client's business needs.

Plan, organise, direct, control and coordinate the procurement and supply of goods and services for the organisation. This includes managing and coordinating people, processes and technology to ensure the scheduled goods & services are delivered to site in accordance with the established procurement framework.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

This role sits within Finance & Operational Services (FOS) which has a number of distinct activities:

- Finance, accounting administration and controllership, treasury, supply chain and procurement support
- Quality organisational improvement leadership, advice and support
- Commercial financial systems and process support and analysis
- Government accounting and budgeting / reporting
- Client based enterprise systems leadership and support
- Consulting operational support
- Governance in the areas of compliance, risk and audit
- Day to day IT service delivery and support and execution of large capital projects in accordance with understood practices and architectures

ANSTO Enterprise Services (AES) comprises four key groups,

- Business & Engagement Services which provides services in Project Management, Business Analysis and Improvement, Change Management, Training, Quality and compliance as well as the frontline Service Centre;
- Employee Lifecycle Services which provides services that manage the lifecycle of people at ANSTO including recruitment, on-boarding\candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.

- Business Services which provides transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial & Management accounting and expense management and tax services.
- Supply Chain Services to support the various areas of ANSTO including end to end procurement delivery and operations, storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Core Accountabilities

- Support clients in negotiations with suppliers; provide quoting services and advice when managing disputes to deliver an outcome which is in ANSTO's best interests.
- Monitor the successful performance of the contract, track KPI's through SAP and report on performance against key deliverables under the contract.
- Ensure all procurement activities comply with the Commonwealth Procurement Rules (CPR's) and ANSTO Procurement policies, procedures and delegations.
- Process all Purchase Orders transactions in SAP aligning the standard Contract Terms & Conditions with vendor orders.
- Act as the communication hub for particular commodity procurements. Ensure the lead times on procurement are met through communications, liaising with the Supplier, Receiving Store and the client.
- Provide advisory services to the site on compliance and procurement processes to meet ANSTO's regulatory and quality requirements and makes recommendations on commercial arrangements.
- All work must conform to procedures which meet ANSTO's, TGA, EPA, IATA and Dangerous Goods regulations and requirements when applicable.
- Identify best practice procedures and methods within their area of expertise and within parameters of organisational policy and procedure.
- Support the inventory and warehouse team on an as required basis within the constraints and direction of the Team Leader of Procurement Operations

Decision Making

- The position makes independent decisions on the most appropriate method of approaching the market (Quoting/Tendering) which has an impact on the commercial and contractual relationship when it is formed.
- The position works within a highly regulated environment, with a framework of legislation, policies, procedures and resource parameters. Within this framework the position has some independence in the planning and allocation of resources to ensure the supply, storage and distribution of goods produced by ANSTO.
- The position will seek the advice of the Sourcing & Procurement Manager in respect to appropriate risk management strategies. The position may also seek senior management advice in respect of the more complex tenders, contracts and terms and conditions.
- The position contributes to the functions of procurement operations logistics planning, implementation and when issues arise, mitigation.

Key Challenges

- Ensure that customer timelines for procurement operational activities are understood and met.
- Ensure system data and processes are up to date and have high levels of data accuracy in SAP.
- Promote and ensure team compliance to regulations, through working within a strictly regulated environment and where radioactive material is handled.
- Utilise specific expertise in solving routine and non-routine problems in support of cross-functional projects, to assess the viability of proposed approaches in the area of supply chain and procurement operational processes..
- Develop an in-depth knowledge and understanding of designated commodity markets.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues that may impact customers, ANSTO's reputation • Provide evidence based advice on supply chain matters • Recommend and gain endorsement for plans and goals and other initiatives • Escalate issues and propose solutions
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Support team members and work collaboratively to contribute to meet objectives • Negotiate and resolve conflicts
Production	<ul style="list-style-type: none"> • Ensuring by a process of consultation and communication the seamless flow of commodities and purchased and available for the manufacturing processes and teams at ANSTO • To coordinate when issues occur so that alternate plans are formulated as required
Divisions of ANSTO	<ul style="list-style-type: none"> • Provide procurement and supply chain advice to other areas within ANSTO.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager Sourcing & Procurement
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights and working in different areas of ANSTO as needed

Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, movement around office and site, extended hours working at computer) Standing for long periods
Radiation areas:	Perform duties with and in an area where radioactive materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

See attached.

Delegations

The levels of authority delegated to this position are those approved and issued by the CEO. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Knowledge, Skills and Experience

1. Diploma or higher in relevant field or equivalent qualification or significant experience in Procurement operations and transaction processing.
2. Working knowledge and understanding of training in GMP applicable to procurement operations and supply chain processes and quality systems.
3. Good communication skills and commitment to quality client service and a determination to follow through to ensure work meets client expectations are integral to the role.
4. Working knowledge and understanding of particular commodity markets
5. Highly developed analytical/ problem solving skills with the ability to accept and drive change.
6. Flexible approach to work and ability to continually manage conflicting priorities.
7. Deadline driven, reliable in following through with actions, and pro-active when attending internal ANSTO and customer interests.
8. Sound knowledge of the Commonwealth Procurement Rules (CPR's).
9. An understanding of the core principles and processes of inventory management.
10. Working knowledge and experience of SAP in a procurement and materials management environment.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Craig Ross	Name:	Grahame Batger
Title:	Manager Sourcing & Procurement	Title:	General Manager AES
Signature:		Signature:	
Date:		Date:	