

POSITION DESCRIPTION

Position Title:	Contracts & Procurement Officer
Institute / Division / Business Unit:	Chief Operating Officer Group/Finance and Operational Services ANSTO Enterprise Services
Section or Unit:	Warehouse and Logistics
Classification:	Band 4
Position Description Number:	PD-2523
Job Family:	Administration
STEMM/NON-STEMM:	NON-STEMM
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 and requirements of GMP, ARPANSA, ISO and ASNO.

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.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Enterprise Program Management Office

This role is within Finance and Operational Services (FOS)/ANSTO Enterprise Services (AES). AES comprises four key groups:

- HR Shared Services and Payroll 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.
- Financial Support Services which provide 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.

- Sourcing and Procurement Services to support the various areas of ANSTO including end to end strategic sourcing, tender management, vendor/supply management and procurement.
- Logistics and Warehouse Services to support the various areas of ANSTO including end to end delivery and operation storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Responsible for negotiations with Nuclear Medicine 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 including Nuclear Medicine 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 and make recommendations for continuous improvement opportunities.
- Support the Nuclear Medicine inventory team on an as required basis within the constraints and direction of the Management Team.
- 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.
- Manage multiple change requests for any starting materials or supplier changes through the Management of Change system (MOC) and resolve and troubleshoot issues.

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 Logistics & Warehouse 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.
- 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 Team Leader Inventory & Warehouse
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	
	All Workers

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	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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KNOWLEDGE SKILLS & 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:	Anthony Karantonis	Name:	Grahame Batger
Title:	Warehouse & Logistics Manager	Title:	General Manager AES
Signature:		Signature:	
Date:		Date:	