

Role Statement

Role:	Procurement Officer
Reports to:	Head of Corporate Services
Works With:	High School Program Staff
Employment Status:	Full-time, six-month contract
Location:	Alexandria, Sydney

Position Purpose

This role supports program staff with procurement activities for program products and services (this role does not support corporate procurement activities as facilities, consumables, plant, equipment, refurbishment or IT). The aim of this role is to create efficiencies and cost effective in procurement activities at a program level.

Success measures in this role include:

- Efficiency of procurement processes.
 - Cost-effectiveness of purchases.
 - Currency and accuracy of supplier register.
 - Feedback from internal stakeholders.
 - Contribution to team dynamics.
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Responsibilities & Key Activities

Procurement

- Prepare plans for the purchase of equipment, services, and supplies.
- Develop and monitor the procurement policies and procedures.
- In collaboration with Aurora program team members, review, compare, analyse, and approve products and services to be purchased.
- Placing product and service orders as needed for program activities.
- Research and evaluate prospective suppliers and products.
- Compare and evaluate offers from suppliers.
- Review quality of purchased products.
- In collaboration with the Development team, negotiating supplier partnership contracts
- Attend to delivery logistics by tracking orders and ensure smooth delivery.
- Maintain accurate purchase and pricing records.
- Maintain and update supplier information on Supplier Register.

- Create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time.
- Research and evaluate prospective suppliers.
- Prepare budgets, cost analyses, and reports.
- Work within set budgets.

Cultural Safety

- Demonstrate and strengthen cultural safety at Aurora. This includes principles of overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander students' education outcomes. This includes:
 - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
 - Actively reflecting critically on the potential for one's own unconscious bias;
 - Continuously supporting reform (internally and externally) to ensure procedures, process and program practices are culturally safe.

Child Safety / Working with Vulnerable People

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- When required, provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Contribute to the smooth running of the office by undertaking general administrative duties, as requested.
- Provide regular reporting as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

- A demonstrated understanding of or capacity to learn about Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to (or aptitude to learn) communicate effectively with Indigenous people, stakeholders and organisations.
- Qualifications in accounting, business management or a similar field preferred.
- 1+ years of experience as a Procurement Officer or in a similar position.
- Proven research and analytical skills
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Thorough with a high level of attention to detail.
- Demonstrated ability to work across teams.
- Time management and high-level organisational skills.
- Proficiency in Microsoft Office and purchasing software.
- Preferred experience with Microsoft Dynamics or similar CRM/Data Base

Other Requirements

- Willingness to obtain a Working With Children Check
- Satisfactory national police check

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.