

Position Description



Powering a
Bright Future

Procurement Officer

Finance

Supply Chain - Procurement

Objectives

- Supporting the business to ensure operational compliance of Procurement policies and procedures.
- Efficiently coordinating purchasing requests to meet business requirements for goods and services.
- Ensuring the Procurement SAP solution is optimised by contributing expertise for related module improvements and guidance to team members throughout the business on best practices.
- Assisting the Supply Chain group to uplift Procurement acumen within the team and broader business.
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Role Specific Accountabilities

- Develop and maintain an excellent understanding of Procurement policies, guidelines, processes and procedures.
- Provide high quality and timely Procurement support to internal clients and the Supply Chain team.
- Collectively with the Procurement team, meet key service level agreements and performance indicators to ensure business requirements are fulfilled.
- Support the development and delivery of formal Procurement approaches to market, applying knowledge of vendors and industry trends to achieve sustainable value in spend.
- Identify non-compliances and prepare regular reports to support resolution of issues.
- Drive Procurement excellence in practice throughout the business and ensure probity is maintained to the highest standard.
- Provide expertise and guidance on SAP "Best Practice", potential enhancements, and implementing the solution.
- Liaise with internal partners to ensure operational requirements are realised through functional specifications.
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

To be successful in this role

- Sound knowledge and experience in application of contemporary procurement best practices, particularly in a government or regulated environment.
- Highly capable in standard enterprise applications, such as SAP, ARIBA, and the Microsoft Office suite.
- Well-developed interpersonal skills with a strong orientation to customer service values.
- Ability to manage multiple competing priorities and communicate timeline and status implications effectively
- Strong written communication skills with the ability to interpret and administer complex policies, procedures, and reports
- Ability to remain flexible, meet unexpected demands and challenging timelines, sometimes with limited resources
- Experience in interpreting technical data and translating the information to stakeholders in a clear manner.
- Thorough understanding of and commitment to the highest standards of probity and integrity in procurement practices.
- Versatile and highly adaptable to change in processes driven by continuous improvement.
- Ability to demonstrate TasNetworks' core behaviours – 'living our values'

Reports to:

Procurement Team Leader

Direct reports:

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Approved:

Insert date approved

Our behaviours **be curious** **be brave** own it

