

Position Description

Position Title	Purchasing Officer
Position Number	30008746
Division	Community and Continuing Care
Department	Carer Support Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 2 L1
Classification Code	HS2
Reports to	Manager Carer Support Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Drivers Licence• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Purchasing Officer ensures service providers meet their contractual obligations by reviewing and approving purchase orders, acting as the main CSS contact, monitoring provider performance, and supporting financial and compliance requirements. The role also contributes to month-end processes such as accrual reporting and collaborates closely with Team Leaders, the Office Manager, and quality representatives.

Responsibilities and Accountabilities

Key Responsibilities

- Review and approve purchase orders for subcontracted services as per delegated authority
- In conjunction with other sub-contracting community services programs;
 - Coordinate six monthly KPI monitoring of subcontracted service providers,
 - Communicate with service providers regarding additional reporting and requirements
 - Coordinate communication regarding client and service provider feedback received with relevant staff
- Prepare and monitor financial reports as required
- Maintain accurate sub-contracted provider information and ensure its availability and accessibility to relevant staff
- Support efficient financial process involving follow up with service providers as required
- Review service provider demand and usage and liaise with management team regarding ongoing need
- Undertake quality audits and summarise data for interpretation
- Participate in staff development and training as required
- Participate in team/departmental meetings and other organisational meetings as required
- Support CSS administration team with other administration duties as determined by Office Manager

Key Selection Criteria

Essential

1. An understanding of the key concepts of subcontracted service delivery models in a community setting
2. High computer literacy and proficiency in a range of computer applications, including data recording, reporting and extraction
3. Proven capacity to manage time and prioritise competing demands
4. Excellent organisational skills with demonstrated ability to improve and maintain office systems and processes
5. Highly developed communication and interpersonal skills including the ability to communicate with people from diverse backgrounds
6. Ability to provide excellent customer service to both internal and external customers
7. High level of professionalism and an approach which is positive, enthusiastic, friendly and helpful

8. Demonstrated ability to operate effectively in an environment of change

Desirable

9. Experience in completing and participating in both internal and external audits

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.