

# Position Description

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## Purchasing and Projects Officer

**Location:** Milton

**Reports To:** Business Operations Manager

**PD Date:** October 2020

**Salary Range:** Negotiated

### About us

Act for Kids is a prominent provider of free prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 25 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2019 - 2020 we provided services to 44,894 people, including over 29,000 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

### About our commitment

- Our vision is that all kids have a safe and happy childhood, free from abuse and neglect.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We prioritise working with Aboriginal and Torres Strait Islander peoples to grow our cultural expertise and deliver excellent services to children, families and communities.
- We endeavour to provide a work environment that ensures the health, safety and wellbeing of all team members is embedded in our everyday work practices.

### About our values

At Act for Kids our exceptional organisational culture is aligned to our values. You will be part of a **team** that is **professional, ethical, caring, courageous** and **collaborative** and we expect you to demonstrate these behaviours throughout your career with us.

### About the position

This position is all about purchasing, vehicle fleet management, facilities and other projects to support the operations of Act for Kids and related entities. The position will report to the Business Operations Manager and sits within the Business Services team.

### Key responsibilities

- Deliver efficient and responsive purchasing to support Act for Kids and associated entities to obtain fit-for-purpose quality products and services in a timely and cost effective manner.
- Provide excellent customer service to internal and external stakeholders.
- Manage purchase orders requests and ensure timely processing.
- Accurately code invoices for payment in a timely manner.
- Participate and provide support in supplier meetings to build strong ongoing partnerships.
- Implement, review and maintain an ongoing preferred suppliers list.
- Effectively coordinate the Act for Kids vehicle fleet, including monitoring, utilisation, servicing and replacement of vehicles.
- Support the Business Operations Manager with facilities projects including sourcing of real estate, site fit outs and / or relocations, security, maintenance, cleaning and asset purchasing.
- Oversee Act for Kids insurance claims.
- Maintain asset and other registers.
- Provide support to the delivery of Business Services projects.
- Maintain confidentiality and privacy in all matters relating to staff, clients, and procedures.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.

- Act as a client/customer focused team member and work collaboratively with other staff to achieve strong results across all activities at Act for Kids.
- Work within the vision of Act for Kids and adhere to organisational policies, procedures, requirements and processes.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

## About you

### **Qualifications**

- Relevant tertiary qualification and or equivalent professional/technical skills and work experience.

### **Skills and experience**

- At least 5 years' in a similar role.
- Knowledge and understanding of procurement/purchasing and project management and support.
- Intermediate /advanced level of competency using Excel and Microsoft Office applications.
- Demonstrated ability to think and act at an organisational level and, at the same time, adopt a hands-on approach to deliver results operationally.
- Ability to work both autonomously and collaboratively, with the agility and flexibility to work across multiple projects and shifting priorities.
- Sound judgement, pragmatism and practicality and an ability to work with ambiguity.
- Exceptional communication, influencing and negotiation skills, and the ability to engage and establish rapport and build positive relationships with internal and external stakeholders.
- Highly effective written communication, numerical and analytical skills with an eye for detail and a high level of accuracy.
- A positive and solutions-focused attitude with the ability to think innovatively and creatively.

### **Other requirements**

- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration) or exemption based on professional qualifications and registration.
- A current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.