



Position:	Purchasing Officer
Contract Type:	Permanent
Employment Type:	Full time
Location:	Melbourne
Department:	C-CBRNE
Business Unit:	Asset Services
Reports to:	Purchasing Team Leader
Direct Reports:	None

1. Job Purpose

The Purchasing Officer will provide administrative and logistical support to the Purchasing Team Leader to ensure timely performance and compliance with company and customer requirements. This role is key in managing relationships and performance with our clients.

2. Responsibilities

Reporting/Admin

- 2.1 Conducting monthly performance reviews against KPI's
- 2.2 Establish and maintain a good working relationship with all Group Business Partners
- 2.3 Provide monthly updates to all Business Units on performance where required.
- 2.4 Develop procedures and work instructions to embed best practice within the GSE;
- 2.5 Propose and undertake continuous improvement initiatives where possible; and
- 2.6 Review and update of business processes to support continuous improvement strategies and the effectiveness of the inventory/purchasing processes;

Purchasing

- 2.7 Preparation and release of purchase orders in the defence ERP system (MILIS) and Babcock's ERP system (IFS).
- 2.8 Provide general administrative support such as processing of accounts and establishing and maintaining registers as required
- 2.9 Effectively manage the invoicing and payment process including providing assistance with the submission of quotes
- 2.10 Ensure goods receipting is undertaken accurately and in a timely fashion;
- 2.11 Regularly review key dates and liaise with suppliers as required;
- 2.12 Liaising with suppliers to resolve queries and concerns as they arise; and
- 2.13 Ensure processes are in place to effectively manage supplier and inventory related activities, in order to minimise risk to the business in the areas of quality, on-time delivery and cost;
- 2.14 Support the on-time delivery of orders from suppliers, ensuring their performance is as per contractual requirements and benchmark standards;

Position Description



- 2.15 Effective and accurate management of inventory and controlled parts utilising Babcock and client systems;
- 2.16 Support the adequate and appropriate supply of products and services for Operations in accordance with purchasing requests;
- 2.17 Support the timely input of requests into the existing data system and adequate follow-up of outstanding/overdue orders;
- 2.18 Support the disposal for equipment and parts via the life cycle management process.
- 2.19 Maintain and work on the development of reporting for aligned performance indicators
- 2.20 Manage the supplier repair order process (end to end)

Contractor Management

- 2.21 Provide support and assistance to stakeholders and GSE Business Partners
- 2.22 Other related tasks as required and agreed with Line Manager.

3. Qualifications

- 3.1 Tertiary qualifications in Supply Chain and/ or Logistics, engineering or other applicable technical fields or suitable experience that provides similar competencies

4. Skills & Competencies

4.1 Essential

- 4.1.1. Strong Relationship Management Skills
- 4.1.2. Computer literate and skilled in the use of MS Office software (Word, Excel, etc) and MILIS;
- 4.1.3. Negotiation and influencing skills to achieve desired business outcomes
- 4.1.4. A decisive, confident and articulate communicator
- 4.1.5. Ability to plan and co-ordinate duties to meet required deadlines and to work through all tasks and problems that may arise in a timely, logical manner;
- 4.1.6. Maintain delivery to high technical and quality standards;
- 4.1.7. A positive can-do attitude where you thrive on establishing and maintaining strong relationships with both internal and external stakeholders
- 4.1.8. Team player;
- 4.1.9. Comprehensive communication skills, written and oral;
- 4.1.10. Ability to drive change and cultivate a culture of continuous improvement in line with the requirements of the business;
- 4.1.11. Ability to develop and implement procedural and system improvements
- 4.1.12. Experience in Inventory Control and Disposals

4.2 Desirable

- 4.2.2 Experience working in a commercial environment
- 4.2.3 Pro-active approach to problem solving



5. Mandatory Training Requirements

Training Type	Frequency
HSE Induction	On Induction
Roles and Responsibilities for Employees (Internal)	As-needs basis
Manual Handling and Ergonomics	As-needs basis
Big Learn: Anti-Bribery & Corruption Training	On Induction
Big Learn: Cyber Security Awareness Training	On Induction
Discrimination & Harassment Awareness	Annually
Security Awareness	Annually

6. Our Guiding Principles – Being Babcock

- Build great relationships based on trust
- Respect people and value their diversity
- Always strive to deliver
- Challenge ourselves and each other
- Safeguard Customers reputations
- Thrive on complexity
- Trust our people to deliver
- Never compromise on health and safety

7. Health, Safety & Environment

- Contribute to a safe working environment by:
 - Taking care to protect his or her personal health and safety at work;
 - Not adversely affecting the health and safety of others in the workplace;
 - Identifying hazards in the workplace, and rectifying them where possible;
 - Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - Complying with all relevant HSE policies and procedures.

8. Other Requirements

- There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;
- Must operate in accordance with the Babcock Financial Delegations of Authority;
- Security Clearance N/A Baseline NV1
- Interstate travel required Yes No


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- International travel required Yes No
- Access to protected US Defence Technology & Information Yes No

4. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Andrew Romano
Signature:	
Date:	04/11/2019

Employee Acknowledgment	
Name:	
Signature:	
Date:	