

## POSITION DESCRIPTION

<b>Position</b>	Senior Procurement Officer
<b>Work location(s)</b>	Geelong Arts Centre, 81 Ryrie Street, Geelong Geelong Arts Centre, 22 Malop Street, Geelong Costa Hall, Deakin University, Waterfront Campus, Geelong
<b>Terms of engagement</b>	2 year, Fixed term
<b>Hours of work</b>	76 hours per fortnight
<b>Classification</b>	GPAC Enterprise Agreement – Administration Grade 4.1 (\$70,729 - \$83,397)
<b>Terms &amp; conditions</b>	GPAC Enterprise Agreement 2020 and its successors
<b>Approved by</b>	Chief Executive Officer (CEO)
<b>Date</b>	8 October 2021
<b>Occupant</b>	Vacant

## POSITION OBJECTIVES

To coordinate Geelong Arts Centre's day-to-day procurement function including developing and supporting implementation of procurement plan, ensuring alignment of the Centre's procurement function with the Victorian Government Purchasing Board (VGPB) guidelines.

## ORGANISATIONAL CONTEXT

Geelong Arts Centre is one of nine Victorian State Government owned creative organisations under the umbrella of Creative Victoria. Since opening in 1981, Geelong Arts Centre has made significant artistic and cultural contributions to Geelong and the surrounding regions. Geelong Arts Centre is currently undergoing a period of exciting and dynamic change, in order to meet the cultural needs of a growing population and help secure Geelong's position as a global city. The Victorian State Government, through Creative Victoria, has committed funding for three stages of capital development. Stage One – the refurbishment of The Playhouse Theatre was completed in 2010, Stage Two – the Ryrie Street Redevelopment (\$38.5m) was completed and opened to the public in November 2019. Geelong Arts Centre Little Malop Street Redevelopment (\$140.4m) commenced in 2019 and is planned for completion in 2023. This investment will result in a world-class arts facility becoming the cultural heart of Geelong and the G21 region.

## ORGANISATIONAL RESPONSIBILITIES

To contribute to the achievement of the Strategic Plan through individual work plans.  
Geelong Arts Centre has a focus on art and community. We are driven by inspiring growth in activity, innovation, outstanding spaces and creatives.

### VISION

The creative heart of Geelong: an artery between creative industries and community to global thinking and extraordinary experiences

### PURPOSE

Geelong Arts Centre is focussed on creativity and community. We are driven by inspiring growth in activity, innovation, outstanding spaces, and creatives. We aim to foster creative growth in a region renowned for its artistic energy and engagement.

### VALUES

We are committed to:

- Integrity – building local relevance and trust with stakeholders
- Inclusion – multiple audiences, being a welcoming place to gather, championing diversity
- Ambition – understanding our place in the ecology and grasping opportunities
- Transparency – open, accountable, and committed to receiving feedback
- Respect – a diversity of ideas, contemporary thought, and world views.

The Geelong Arts Centre is committed to:

- The Victorian Government child safe standards and requires all staff to comply with its Child Safe Code of Conduct.
- Occupational health and safety (OH) in the workplace and require you to take reasonable care of your health and safety and the health and safety of anyone else who may be affected by your acts or omissions in the workplace. You are expected to work within Occupational Health and Safety Act, regulations and codes of practice and the Centre's OHS policies and procedures at all times

## ORGANISATIONAL RELATIONSHIPS

### Reports to

Financial Controller

### Directly supervises

Procurement Officer

### Internal liaisons

- **Primary** Corporate Services Team, Managers and Coordinators
- **Secondary** All Centre Staff

### External liaisons

Hirers, suppliers, internal and external auditors, accounting software support consultants and centre legal partner

## KEY RESPONSIBILITIES

### 1 People and teams

- Management of finance employees in day-to-day procurement operations
- Contribute to the continuous improvement of processes and overall procurement function.
- Be an active part of the Finance & Procurement team including attendance at team meetings and training.

### 2 Procurement

- Oversee accurate and timely processing of relevant documentation within the procurement process (purchase requisitions, purchase orders and goods receipt notes)
- Ensure compliance with Victorian Government Purchasing Board (VGPB) guidelines through development and implementation of relevant procurement plans and strategies.
- Ensure compliance with existing State Purchase Contracts (SPCs) and adoption of new SPCs
- Maintain a detailed knowledge of the Centre's Delegations of Authority policy, Procurement strategy and procedure.
- Assisting relationship with financial software consultants, act as the administrator of the Procurement software (or module within wider Finance system) and manage changes and improvements.

### 3 Contract Management

- Develop initiatives for business process and system improvements supporting the improvement of the Centre's contract management maturity
- Develop a strong knowledge of relevant requirements under VGPB guidelines ensuring these requirements are embedded within the organisation
- Managing relationship with financial software consultants, act as the administrator of the Contract software and manage changes and improvements.
- Manage relationship with Centre legal partner to ensure contract terms and conditions are relevant and understood by relevant users

### 4 Other Duties

- Ad-hoc tasks as outlined by Director – Corporate Services or Financial Controller

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The financial delegation of this role is in accordance with the Trust approved Delegations of Authority in force at any given time.

## QUALIFICATIONS AND EXPERIENCE

### 1 Essential

- At least two to five years experience in procurement or accounts payable management
- Understanding of implementation and support of procurement processes
- Well-developed verbal and written communication skills
- Understanding of contract structure and basic terms and conditions.

### 2 Desirable

- Government department/agency experience.
- Experience in a multi-business unit financial environment.
- Previous experience using Cloud-based software such as Microsoft Office 365 suite including OneDrive, SharePoint and Teams.
- Prior experience in contract management processes or qualification in relevant discipline

### Personal attributes

- Demonstrated skills and experience in procurement and contract management
- Demonstrated ability to meet timelines and deadlines.
- High level commitment to accuracy and integrity.
- Comprehensive problem-solving skills
- Demonstrated ability to work as part of a team and contribute to building teamwork creating trust and cooperation.
- Effective and consistent verbal and written communication skills with a range of stakeholders.
- Demonstrated information technology skills and experience.

### Special characteristics

- Work outside of standard hours may be required from time to time in order to meet internal and external budget and financial reporting deadlines.

This position must maintain currency of the following:

- National Police Check
- Australian Driver's License