

Position Description

Position Title:	Procurement Officer
Reports to:	Supply & Procurement Manager
Department:	Supply Services
Directorate:	Capital Projects, Infrastructure & Corporate Support Services
Cost centre:	R2602
Code & classification:	Grade 2, Levels 1 – 5 (HS2; HS18 - HS17)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Procurement Officer plays a key role in supporting GV Health's procurement and supply chain functions, ensuring that goods, services, equipment and consumables needed by the health service are sourced, purchased, managed, and delivered in an efficient, compliant and value-for-money manner. The role supports GV Health's commitment to ethical, socially responsible and sustainable procurement, aligned with the Victorian Government's Social Procurement Framework and GV Health's own procurement policies.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Supervise daily procurement and ordering activities within the procurement and supply function, including guiding junior staff to ensure efficiency and adherence to organisational processes and standards
- Liaise regularly with immediate supervisors and middle management, providing procurement and supply data, identifying cost-saving opportunities, and ensuring alignment with GV Health's procurement strategies.
- Establish and maintain efficient procedures and workflows for the sourcing, ordering, and documentation of non-HPV items, including quote comparison and supplier evaluation to ensure cost-effective purchasing.
- Administer the use of Health Purchasing Victoria (HPV) systems, ensuring team members are informed and compliant with current sourcing procedures and pricing access protocols.
- Maintain timely communication with suppliers to follow up on credits, ensuring accurate processing of returns and maintaining detailed, auditable records for financial reconciliation.

- Generate and monitor backorder reports via Oracle, ensuring the accuracy of purchase order timelines, and work closely with stakeholders to keep them informed of delivery status and delays.
- Coordinate the placement of stock orders to maintain inventory levels across departments, completing ordering reports as required, and overseeing the accuracy and timeliness of supply deliveries.
- Assist in serving customers, run end of day reports and handle cash and process EFTPOS transactions and maintain a high standard of service and provide information to the customers of the retail shop.
- Oversee procurement of printed materials for GV Health, liaising with suppliers and internal stakeholders such as Health Information and Media & Communications to ensure correct specifications are met and orders are fulfilled on time.
- Prepare routine procurement and supply reports for management use, providing data-driven insights to support decision-making and strategic planning.
- Respond to telephone and email enquiries from internal and external customers, escalating unresolved issues to the Senior Procurement Officer as required.
- Ensure high standards of customer service to both internal and external stakeholders by providing timely information about catalogued and non-catalogued items, sourcing options, and pricing.
- Support the organisation's clinical effectiveness by ensuring the timely and accurate provision of supplies and procurement services to clinical and support departments.
- Preparing regular procurement activity reports to Supply & Procurement Manager.
- Carry out tasks in accordance with documented duty routines
- Coordinate and deliver training sessions on Oracle FMIS (Financial Management Information System) to GV Health staff across relevant departments, ensuring staff are equipped with the skills and knowledge required to effectively use the system in accordance with GV Health policies and procedures.
- Liaise with supervisors and department heads to identify training needs, schedule sessions, and provide ongoing support, troubleshooting, and refresher training where required

KEY SELECTION CRITERIA

Essential:

- Demonstrated experience and understanding of Supply Chain principles and processes)
- Ability to work in a team environment and to bring out the best in others
- Able to prioritise work and meet agreed timeframes.
- Strong interpersonal and communication skills.
- Demonstrated knowledge of computerised purchasing and inventory systems.
- Well-developed problem-solving and negotiation skills.
- Intermediate to Advanced Microsoft Office Skills (emphasis on Excel)
- Knowledge of Financial and Accounting practices

Desirable:

- Experience in working with Oracle FMIS
- Knowledge of Goulburn Valley Health Supply Management procedures.
- Ability to adapt to change and experience in implementing changes.
- A general understanding of medical terminology would be beneficial.
- Ability to perform independently and prioritise workload

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Understand the roles and functions of other members of Supply Department
 - Understand the reporting lines of GV Health
 - 80% attendance and active participation at committees, working groups and meetings
 - Active participation in the Performance and Development review process
 - Keeping stock control systems up to date and ensuring inventory accuracy and assist Supply & Procurement Manager in the management of the warehouse activities such as planning, coordinating, administration and general management issues, which includes the day to day supervision of staff.
 - 100% compliance with training requirements as outlined in the GV Health Education Framework
 - Communications with the customers & suppliers both written and verbal
-

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)