

Procurement Officer

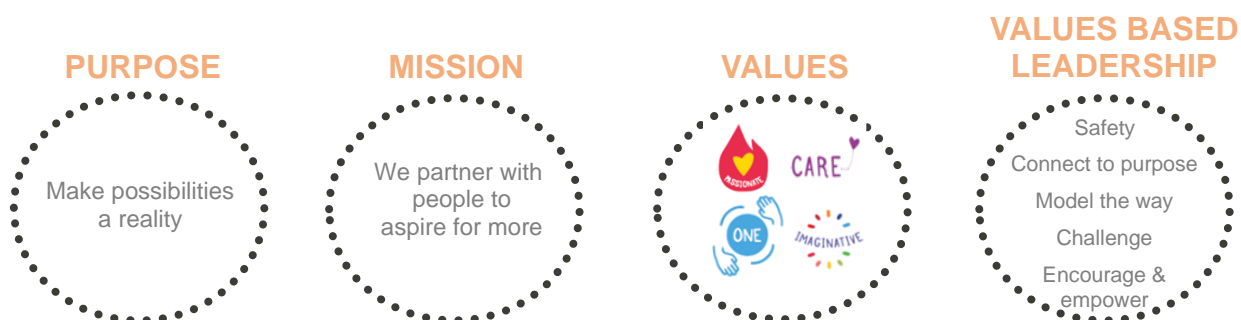
Success Profile

Your division	Finance, Infrastructure and Lotteries
Your team	Procurement
You report to	Strategic Sourcing Lead

PURPOSE OF YOUR ROLE

The Procurement Officer supports the effective delivery of procurement activities across the organisation. This includes assisting with contract management, coordinating vendor onboarding, maintaining procurement systems, supporting supply chain processes, and contributing to procurement improvement initiatives. The role ensures compliance with procurement policies and procedures while promoting inclusive, ethical, and value-for-money sourcing practices.

ORGANISATIONAL PROFILE



KEY SUCCESS AREAS

SAFETY	<ul style="list-style-type: none"> Display a genuine commitment to working within Endeavour Foundation's Work, Health and Safety policies and procedures and contributing to our aspiration of Zero Harm within the workplace. Undertake work in a manner that is not harmful to your health and safety and the health and safety of others. Monitor workplace conditions and identify and report potential hazards, incidents and any work related or personal injury or illness (where it may affect your ability to work safely). Demonstrate safety is a priority by attending and actively participating in all Safety and Wellbeing training and mandatory training specific to the position.
CUSTOMER CONNECTION	<ul style="list-style-type: none"> Work collaboratively with stakeholders, Procurement team members and leaders across the organisation with the shared aim of providing a holistic customer and employee experience. Seek out regular feedback from stakeholders to drive decision making and prioritise actions and activities. Foster trusted relationships with commercial partners to achieve better pricing and quality of services.

	<ul style="list-style-type: none"> Understand and pre-empt business frustrations, roadblocks and inefficiencies, to inform improvement planning and waste reduction in the procurement realm. Provide expertise and guidance through the development of improvement activities to ensure services are delivered as industry best practice. Support team members with relationship management for different areas of the business.
OUR PEOPLE	<ul style="list-style-type: none"> Personally contribute to and champion the organisation's Purpose and Values through all actions and decisions at all times. Provide coaching and advice to leaders on procurement procedures and policies to ensure compliance with documentation requirements and regulations. Participate in team building activities, including actively participating in the Performance Partnerships Program to ensure individual and team key performance indicators are achieved, and Endeavour Foundation's values and behaviours are consistently demonstrated. Actively identify and participate in on-the-job training and other learning opportunities to ensure knowledge and skills are aligned with best practice.
OPERATIONAL EXCELLENCE	<ul style="list-style-type: none"> Apply a data-driven approach to identify procurement opportunities that deliver value and support organisational goals. Support with the design, development and implementation of procurement and category strategies that deliver long-term value and benefits to the organisation. Contribute to procurement projects, including strategic sourcing, cost optimisation, and service improvement initiatives across the organisation. Provide expert advice and deliver procurement solutions that align with strategic objectives and operational needs. Work collaboratively with key stakeholders to support the delivery of their business unit strategies through conducting procurement activities to leverage market expertise. Conduct cost-benefit analysis to support business case preparation and decision-making process. Monitor, manage and escalate any issues and risks relating to procurement performance of suppliers or business areas to minimise risk. Continuously review and monitor the success of procurement improvements. Ensure procurement decisions comply with internal governance frameworks, policies, and procedures. Support the implementation of executed contracts and manage business as usual activities such as contract management, business inquiries, reporting and transactional activities. Onboard vendors and contracts into operations by coordinating stakeholders to develop processes and embed ways of working to better manage our key vendors. Establish processes and governance to be applied for the use of operational contracts and vendor engagements. Facilitate and attend vendor and contract management meetings and periodic reviews Proactively identify opportunities to improve services and efficiency, streamlining and integrating processes and systems across the organisation.
FINANCIAL SUSTAINABILITY	<ul style="list-style-type: none"> Identify and deliver cost-saving and value-creation opportunities through strategic sourcing, competitive procurement, and effective supplier negotiations.



	<ul style="list-style-type: none"> • Conduct value-for-money assessments to ensure procurement decisions align with financial and operational objectives. • Maintain contract registers and proactively track contract expiry and renewal timelines to avoid financial risk. • Ensure procurement activities comply with financial policies, delegation of authority and relevant legislation. • Consider the financial implications of decisions.
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WHAT YOU NEED TO SUCCEED

CAPABILITIES	<ul style="list-style-type: none"> • Strong ability to build and maintain effective supplier partnerships through excellent stakeholder relationship management. • Ability to negotiate and influence internal stakeholders and suppliers. • Ability to review, assess, and improve procurement systems, processes, and procedures. • Williness to gain knowledge of best practice category, strategic sourcing and contracting techniques.
SKILLS & QUALIFICATIONS	<ul style="list-style-type: none"> • Certificate, advanced diploma, associate degree, or equivalent practical experience in a commercial discipline (e.g. Procurement, supply chain, Business, Commerce, Finance). • Excellent written and verbal communication skills to ensure clear and concise information is presented to stakeholders and strong working relationships are maintained. • Excellent document preparation acumen with strong attention to detail and the ability to produce work that is accurate and timely. • Strong interpersonal and relationship building skills with the capacity to work under pressure. • Highly adaptable and flexible with the ability to adjust quickly to new situations and changing priorities. • Highly motivated and self-directed; able to effectively prioritise and execute while under pressure. • High-level data-analysis and cost-benefit analysis knowledge is desirable. • Strong technology literacy (e.g. MS Excel, Word, PowerPoint).
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 3 years' experience in a procurement or sourcing role within a medium to large organisation. • Proven experience managing end-to-end sourcing activities, including market engagement, supplier evaluation, negotiation, and contract award. • Demonstrated experience in managing contract renewals and supplier performance. • Sound knowledge of best practice procurement principles, including category management, strategic sourcing, and contracting techniques. • Experience working collaboratively with internal stakeholders to deliver procurement outcomes that align with organisational objectives.

