

POSITION DESCRIPTION

# POSITION TITLE: ICT Procurement and Admin Officer

# JOB CLASSIFICATION: 2

# WORK UNIT: ICT

# RESPONSIBLE TO: Technology Strategy Manager, ICT

# LOCATION: N/A

# PRIMARY RESPONSIBILITY:

This role is responsible for tracking ICT contract renewals, reviewing invoices and managing the ICT procurement process.

# DUTIES

The key responsibilities for this position include:

* Manage record keeping for ICT contract-related correspondence and documentation
* Track ICT contracts renewals
* Review vendor invoicing
* Maintaining ICT Vendors records
* Coordinate with the relevant stakeholders and finance team for the invoice processing
* Maintain database for all ICT contracts including but not limited to services covered, contact information and renewal dates
* Get quotes from vendors and suppliers relevant for the provision of ICT goods and services.
* Monitor the provision of deliverables provided under relevant Contracts to ensure obligations are met; liaise with vendors and stakeholders as required.
* Update and maintain ICT procurement policies, procedures and standard documents for use by Engineers Australia staff, to ensure consistency and efficiency across Engineers Australia organisation & Engineers Education Australia.
* Maintain a systematic approach to the forecasting of hardware and software procurements, contributing to the Annual Procurement Plan
* Other duties as required.

# WORK HEALTH & SAFETY (WHS) OBLIGATIONS

As a worker for Engineers Australia, you must:

* Take reasonable care for your own health and safety in the workplace
* Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace
* Cooperate with your employer about matters of health and safety
* Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures
* Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

1. **COMMUNICATION AND RELATIONSHIPS**

* The position will work closely with all managers and staff across Engineers Australia

1. **EXPECTED BEHAVIOURS**

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| **Stakeholder Focus** | * Actively seeks to build relationships by taking the opportunity to build rapport and understand stakeholder needs. * Listens, identifies and provides advice to internal and external stakeholders that adds value and creates solutions to help them address stakeholder needs. * Acts as a role model for positive working relationships by involving others and drawing on team strengths. |
| |  | | --- | | **Change Agent** | | * Promotes and endorses change efforts. * Draws upon a range of sources to implement new ideas and solutions. * Determines course of action despite a lack of clarity. |
| **Effective Collaborator** | * Communicates in meetings with confidence. * Actively listens to and actively explores others views and perspectives |
| **Delivers Excellence** | * Consistently delivers projects on time, on budget and to desired quality. * Project lead, drawing on resources and skills to manage workload. * Monitors progress and gains buy-in to the project. * Contributes to the development of work plans and team goals. |

# SELECTION CRITERIA

* 2-3 years of experience in similar role, Experience in supporting IT systems and vendors will be highly regarded.
* Demonstrated attention to detail for high accuracy with proven ability to maintain confidentiality and manage sensitive information
* Demonstrated ability in using relevant software/platforms (MS Office, databases, SharePoint)
* Excellent communication skills, both written and verbal
* Highly motivated self-starter with a “can do” attitude