



Purchasing & Fleet Officer

Portfolio/Faculty	Chief Financial Officer
Department/Workgroup	Procurement Department
Position No.	XXXXX
Reports to:	Procurement Manager
Classification	PACCT Worker Level 4
Direct reports:	Not applicable
Date:	July 2024

Portfolio/Faculty Overview

The Chief Financial Officer's portfolio at Holmesglen manages the procurement and financial management interests of the Institute. The team is dedicated in providing strong procurement and financial management with excellent client service.

Department/Workgroup

The Procurement Department at Holmesglen manages the daily purchasing, fleets service, assets, tenders and contract management. This includes contracts performance, monitoring and reporting (including social procurement and modern slavery reporting).

About the Role

This role is responsible for the administration of fleet processes to ensure that all vehicles are purchased, leased and disposed of in accordance with the Institute policy and procedure including responsibility for insurance claims and reporting.

The Purchasing and Fleet Officer is the first point of contact within the department for purchasing enquiries and provides the necessary administrative support to ensure effective purchasing and fleet administration processes are followed and maintained.

Completing audits and ensuring accurate information is provided by departments across the Institute through online requisitions is a requirement of this role as well as ensuring purchase orders meet supplier and Institute requirements. There may also be a requirement to assist with the Institute couriers and store operations.

Key Accountabilities

- 1 Administer and assist with the acquisition, leasing and disposal processes for the Institute vehicle fleet including:
 - o Obtaining quotes for new vehicles and trade in valuations.
 - o Managing City Link account including the issue and reconciliation of monthly charges for individual users.
 - o Vic Roads and RACV accounts to ensure Institute vehicles are fully registered for use and have appropriate roadside assistance cover.

- Vehicle Fuel Card accounts and maintaining relevant documentation detailing fleet vehicle expenditure and costs.
- 2 Act as the first point of contact for vehicle fleet enquiries and provide professional, high quality customer service, information and advice on internal and external purchasing enquiries.
- 3 Coordinate all fleet accident and incident claims, maintain appropriate and relevant records and process insurance claims.
- 4 Support the training of Institute staff in the use of the online requisitioning system and provide recommendations on system enhancements to ensure continuous service improvements.
- 5 Support departmental operations to ensure service and resource requirements and demands are met.
- 6 Liaise with external suppliers and service providers on matters relevant to the provision of goods and services for the Institute and other relevant procurement requirements.
- 7 Liaise with VicFleet and the Victorian Government Purchasing Board in relation to fleet leasing and vehicle disposal requirements.
- 8 Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards to ensure that departmental operations comply with Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Leadership qualities with demonstrated capacity to initiate and support corporate procurement processes in a challenging and dynamic environment.
- 2 Experience in dealing with the implementation of complex legislative and governmental requirements including understanding of current developments in procurement operations.
- 3 Demonstrated specialist knowledge and experience in procurement, tendering processes, management of contract processes and software.
- 4 High level conceptual thinking ability with demonstrated experience in effectively leading strategic planning activities, evaluating proposals and initiatives.

Qualifications

Mandatory

- Tertiary qualification in fleet management or a purchasing related field with significant relevant experience.
- Current Victorian Driver's Licence.

Knowledge

- Sharepoint and IT skills.
- Broad product knowledge to enable specialised purchasing from a wide range of suppliers and for different trades and teaching areas.
- Understanding of:
 - Government financial and procurement practices and procedures including familiarity with government contracts.
 - Business communication, contemporary purchasing and office management practices and procedures.
 - Office-based software, database management software and associated procedures. Familiarity with the Technology One online finance and requisitioning would be an advantage.
 - The application of quality management systems and quality assurance and continuous improvement principles and extensive knowledge of procurement and tendering policies, procedures and processes.

- Familiarity with purchasing, office finance, data management and administrative practices, processes and systems including applicable legislative and regulatory requirements.
- A broad knowledge and understanding of purchasing policies, procedures and systems including a broad understanding of office and business practices.

Skills and Experience

- Experience in:
 - Procurement and fleet management including dealing with government departments and suppliers at all levels.
 - A purchasing/finance office or similar office environment including experience in dealing with a broad range of people.
- Experience and knowledge in the purchase of a wide range of goods and services for a diverse organisation.
- Experience with computerised purchasing systems.
- Professional business practices associated with vehicle fleet management.
- Competence in the use of the MS Office products, internet-based finance/purchasing software applications and database management software. Skills in the operation of the Technology One online financial software would be well regarded.
- Organisational and administrative skills, proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and work concurrently on multiple tasks.
- Demonstrated interpersonal and written and verbal communication skills and a demonstrated ability to relate professionally to clients and suppliers.
- Ability to coordinate workflow, prioritise work tasks effectively and work under pressure while maintaining a high level of accuracy and attention to detail.
- Customer service skills providing courteous, informative and accurate responses to all enquiries.
- Ability to function autonomously, work independently and/or coordinate work effectively and collaboratively in a team environment.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE