

Procurement Coordinator



integratedliving

We aim to be the leading provider of health services throughout rural, regional, and remote communities of Australia. Our focus is on delivering better health outcomes for many Australians, supporting them to live independent and active lives. We provide a range of health and wellbeing options, such as aged-care and disability support, for individuals and their families.

Specific Role Details

Position Title	Procurement Coordinator		
Unit, Function, Team	Corporate Services Unit, Procurement and Facilities Management Function		
Unit Purpose	The Corporate Services Unit partners with the business to support delivery of strategic and operational objectives by delivering value-adding services better practice and technology, through the following teams: Business Optimisation, Finance, ICT, Marketing and Communication, Procurement and Facilities Management.		
Team Purpose	The Procurement and Facilities Management Team adds value to integratedliving through effective procurement, purchasing and facilities management. The Team partners with the business to effectively source, select, contract and manage suppliers that support the organisation in managing risk and delivering quality products and services, including fleet. The Team also supports effective Facilities Management, ensuring fit for purpose client-facing centres and staff workplaces		
Role Purpose	Provide business support and service, through coordinating and administering work processes, utilising a variety of policies and procedures and application of some specialist knowledge. Ensure continuity and quality of service for clients (internal or external). May involve either coordinating the work effort of others, supporting a manager and their team or involvement in continuous improvement initiatives. These roles will support less experienced team members.		
Location	Home based, subject to operational requirements	Reports to (Position)	Senior Procurement Partner
integratedliving job family	Business Support	integratedliving pay range or pay grade	Band C – C1



OUR VALUES: DIVERSITY | INTEGRITY | RESPECT | UNITY | EQUITY

OUR VISION: Supporting individuals, enriching communities.

OUR CORE PURPOSE: Facilitating health and wellbeing options for older people in rural, regional and remote Australia.

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Accountabilities shared by all Roles

Supporting Values, Purpose & Strategy	Actively connect to integratedliving's purpose and values by behaving in accordance with integratedliving values at all times, supporting the implementation of organisational strategy.
Continuous improvement	Identify opportunities, make recommendations, and implement improvements to processes, systems and work practices, and alignment to integratedliving policy and procedure.
Compliance and Workplace health & safety	Demonstrate individual accountability for adherence to integratedliving, policies and processes and relevant external quality, safety and governance frameworks and regulations. Contribute actively to a safe and respectful workplace.

Anchor Accountabilities

Provide Service & Support	<p>Provide service and support through administering a broad range of defined policies and procedures through to completion in support of a service or whole of organisation function</p> <p>Determine priority of work, drawing on knowledge of work patterns and requirements to allocate resources to optimise efficiency and productivity and to meet agreed service levels</p> <p>Implements procedures based on both internal guidelines, adherence to relevant legislation, informed by precedence, knowledge, experience; escalates decisions outside of the procedure and makes recommendations for appropriate action.</p> <p>Meet agreed service standards and/or timeframes for completion of procedures relating to business and operational activities such as accounts payable and receivable, payroll and HR administration, and operational service provision.</p> <p>This may include providing administrative support for services, projects, or special events designed to support the function or integratedliving.</p> <p>Use knowledge of organisational policies and procedures to inform others, (internal or external to the team) manage queries and anomalies through to resolution.</p>
Analysis & reporting	<p>Conduct analysis of administrative function, including analysis of trends, anomalies, and impact of change.</p> <p>Provide regular reporting to inform service design.</p> <p>Organise, collate and prepare information to be utilised by the team/function/service.</p> <p>Monitor and prepare progress reports.</p>
Solutions & Issue resolution	<p>Resolve discrepancies, identify problems and trends and make recommendations to address.</p> <p>Provide support to other members of the team to resolve issues or anomalies.</p> <p>Identify opportunities, make recommendations, and implement improvements to processes, systems, and work practices.</p> <p>Coordinate the implementation of change or improvement to procedure and policy to increase quality of outcomes and client experience.</p>



Data Management	<p>Manage data and information relating to accounts payable, accounts receivable, payroll, human resource data, or services.</p> <p>Manage the receipt, input, of data and documentation according to established procedures and archiving systems.</p>
Quality, Risk & Compliance	<p>Coordinate compliance activities to ensure data integrity and adherence to policy and procedure.</p> <p>Monitor and report on compliance, recommending corrective action.</p>

Position Specific Accountabilities

Supplier and Category Management	<p>Working with a defined portfolio/category of suppliers but also potentially filling in for other Procurement Coordinators across various categories:</p> <ul style="list-style-type: none"> Onboard and Offboard suppliers against the current compliance requirements in accordance with organisational timeframes and processes, with a high degree of accuracy. Maintain a portfolio oversight of active suppliers within all regions where integratedliving operates, ensuring sufficient supply capacity to meet current and future needs. Monitor and maintain supply market knowledge and identify opportunities which can meet integratedliving requirements. Proactively contact Suppliers via email and/or telephone to ensure compliance with mandatory competency requirements. Maintain an active directory of compliant Suppliers for the organisation. Perform ad-hoc supplier audits when required. Provide timely and expert advice to all stakeholders. <p>There may be unique requirements depending on which categories are being managed.</p>
Portal Management	<p>Coordinate general B2B portal administration for product and user currency (in conjunction with administration resources).</p> <p>Set up new users and approvers as per company delegations.</p> <p>Maintain category baskets and catalogues as required.</p> <p>Provide support and training to end users in navigating B2B portals.</p>
Intranet Page Management	<p>If required, maintain the Procurement and Facilities Team's intranet page, under the direction of management</p> <p>Provide support and advice to end users</p> <p>Liaise with Marketing Team to resolve any high-level issues</p>
Purchasing Support	<p>Prepare consolidated invoices.</p> <p>Administer centralised ordering of various commodities for this role and provide support and training to end users as required.</p>

Accountabilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

They may vary or be amended from time to time without changing the role's level of accountability.

Delegations

Delegations for role are outlined in the integratedliving Delegations Policy.



Key Position Relationships

Internal	integratedliving People	Divisional Teams
	Leadership Group	Key stakeholders
	Quality and Regulatory Affairs team	Marketing team
External	Suppliers	Consultants
	Government agencies	Contractors

Demonstrated Success & Qualifications, Capabilities and Credentials

Qualifications & Demonstrated Success Factors	Qualifications in a Finance, Supply Chain or Business Administration discipline, or demonstrated experience in a procurement or assets management role with category/supplier management skills.
	Strong communication skills to inform and educate internal and external stakeholders on supplier, category management, and compliance policies, processes and procedures.
	Capable of working efficiently within a fast paced and highly transformative team, able to manage competing priorities with a professional and positive approach.
	Experience in project administration, contract management.
	Keen understanding of the Aged Care market and existing governance, compliance, and supplier frameworks.
	Experience with procurement systems and supplier negotiation, assessment of terms and conditions.
	Attention to detail e.g., understanding, and articulating terms and conditions to suppliers.
	Intermediate Excel skills (highly desired).
Capabilities	Support & Apply Expertise: I apply my knowledge and experience of our business; including our compliance, financial and operational policies and processes to identify risks and opportunities and to inform analysis, decisions and planning.
	Act Professionally: I interact with others professionally, with integrity, in a fair and respectful manner as measured against our code of conduct and values.
	Take Action: I take action to deliver outcomes, improve productivity, efficiency, and create value; systematically seeking evidence to inform decisions and evaluate alternative courses of action.
	Communicate and Collaborate: I share information and learning with others by actively listening and asking questions to collaboratively reach a shared understanding and demonstrate empathy.
Credentials	Satisfactory Police Check
	Current Drivers Licence

