



Position Description

Position title:	Purchasing Specialist
Reports to:	Purchasing Lead
Business unit:	Corporate Services Group
Employment category:	Contract (Employment Agreement)

About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.9 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it.

About the Corporate Services Group you'll be part of

The Corporate Services Group plays a vital role for the business by managing essential services such as property, procurement, revenue management, payroll and security. With a focus on excellence, integrity, collaboration, and innovation, we are dedicated to delivering exceptional support that enables the company to thrive and grow.

The Corporate Services Group support the operational efficiency and safety of our business. The team manage essential assets and services critical to running of the business. From overseeing property and procurement to managing revenue, payroll, and the security of our people, places and assets. They ensure that these elements are well-maintained and optimised to deliver value for all.

Our core values



Live safely



Improve our business



Be customer and community minded



Be the best you can be



Succeed together

Purpose of the position

The Purchasing Officer performs transactional purchasing activities, including the day-to-day raising of compliant purchase orders, the creation and maintenance of vendors, ad hoc reporting and analysis of materials usage. The role assists with purchasing queries and managing stakeholder expectations regarding order metrics and expected delivery dates and timeframes, along with providing administrative and operational support to the category management resources.

Your key responsibilities

Transactional Purchasing Activities

- Raise purchase orders from existing supplier arrangements, catalogues or from preferred supplier listings; if these do not exist, ensure proper procedures and approvals are obtained for non-catalogued items and services, in accordance with the Procurement Policy and business processes, before purchase orders are raised.
- Consistently deliver a high standard of internal and external stakeholder resolution management and customer service.
- Assist with the implementation of new supplier arrangements, ensuring all impacted stakeholders are fully aware of such new arrangements.

Transactional Services Support

- Investigate and rectify discrepancies between invoice and purchase order values for the Accounts Payable Team.
- Provide technical and systems support to the Procurement, Supply Chain and Technical Standards business areas.
- Provide systems training and support to key stakeholders and users on purchasing compliance and processes.

Reporting and Compliance

- Create, maintain or retire vendor master file records in SAP with compliance to audit trail requirements.
- Produce regular and ad hoc reports for stakeholders to support business purchasing requirements. These may include, but are not limited to, weekly materials backorder reports and monthly framework order reports.

Continuous Improvement

- Identify and provide recommendations for process improvements and potential opportunities to add value to the business.
- Liaise with operational resources within business units and core network category management resources to ensure that agreed process improvements and value-add activities are implemented according to business needs.

Relationship and Change Management

- Foster and maintain positive working relationships with internal and external stakeholders to achieve desired purchasing outcomes for business units, ensuring accurate and timely advice is provided.
- Liaise with suppliers on matters that are likely to affect supply arrangements for network products. This may include matters such as orders experiencing excessive delays, urgently required materials due to natural disasters, and changes to existing orders due to changed business needs.

What you'll bring to the business

Education / Qualifications:

- Completed secondary education (preferred).
- Certificate in Procurement/Purchasing, or Business Administration (advantageous).

Knowledge:

- Extensive knowledge of purchasing principles, where activities are conducted in accordance with company procurement policy, processes, and procedures (required).
- Strong understanding of all aspects of core network categories, including knowledge of major suppliers in the industry (advantageous).
- Knowledge of internal business unit operating models for core network products (preferred).
- Competent navigation and order execution within a purchasing system (knowledge of SAP is preferred).

Experience:

- Some experience in a similar end-to-end transactional purchasing role, including hands-on experience (advantageous).
- Some hands-on or supervisory experience in a logistics environment (advantageous).

The skills and competencies you'll have

'Thought' competencies

1. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
2. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate
3. Business insight: Applying knowledge of business and the marketplace to advance the organisation's goals

'Result' competencies

1. Ensures accountability: Holding self and others accountable to meet commitments
2. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
3. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals

'People' competencies

1. Builds networks: Effectively building formal and informal relationship networks inside and outside the organisation
2. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
3. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

'Self' competencies

1. Self-development: Actively seeking new ways to grow and be challenged using both formal and informal development channels
2. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
3. Nimble learning: Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder

Other relevant information

- Travel to other work locations / sites may be required
- Direct reports - FTE direct reports: 0 Contractor direct reports: 0
- Budget: OPEX 0, CAPEX 0