

**Position details**

<b>Title of Position:</b>	Procurement Compliance Officer
<b>Reports to (position title):</b>	Accounts Payable & Procurement Team Lead
<b>Division:</b>	Finance & Technology
<b>Function:</b>	Finance Operations
<b>Number of Direct Reports:</b>	Nil
<b>Grade:</b>	2

**Health, Safety & Wellbeing**

*ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.*

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

**Position Overview**

The Procurement Compliance Officer has responsibility for ensuring adherence with the ElectraNet Procurement Policy through efficient purchase order administration and supporting the development and pro-active management of the information, tools, policy documents and reporting that supports the procure-to-pay process at ElectraNet.

Working within the Financial operations Team, the Procurement Compliance Officer is involved in the establishment of a coherent buying function and will have ongoing responsibility for the data quality, process administration, reporting, training and troubleshooting associated with the function.

The role will be responsible for the purchase order administration, vendor management process, vendor pre-qualification and provide support in the preparation of required reports as per legislation such as Modern Slavery Act and Security of Critical Infrastructure Act (SOCI).

Success in this role is characterised by a focus and commitment to customer service, continuous process improvement, excellent reporting skills, and attention to detail.

**Key Responsibilities****Operational & Technical**

Capable of working for extended periods under general supervision, you will be accountable for;

- Creation of purchase orders upon receipt of purchase requisitions which are compliant with the ElectraNet Procurement Policy.
- Ensuring the orders contain relevant information, including correct references to contract arrangements.
- Liaising with requisitioners to ensure timely receipting of goods and services to support the efficient payment of suppliers.
- Providing troubleshooting support for users on issues with purchase requisitions and purchase orders.
- Creation and amendments of vendor data during vendor onboarding and vendor pre-qualification to ensure compliance with internal policy and procedures, risk management and audit requirements.
- Ensuring other purchase order data such as outline agreements and service masters are appropriately created, maintained and administered.
- Analysis & reporting required to support the Procurement function including but not limited to : quarterly vendor cleansing, procurement dashboards and vendor spend analysis.
- Developing and maintaining effective relationships with internal and external stakeholders, with specific focus on regular purchasers and staff who hold a delegation for authorisation of requisitions.
- Other duties as directed

#### Proactive Long-Term purchasing planning by contributing to:

- Providing standard reports on appropriate purchasing measures including those which reflect levels of compliance with policy, spend patterns and efficiency of payment.
- Developing training material for ElectraNet staff and delivering training on purchasing as required.
- Contributing to forward procurement planning, identifying opportunities to support Procurement Governance initiatives

#### Develop & maintain fit for purpose purchasing processes by:

- Identifying procedural improvements across any/all aspects of the procurement operation with a focus on right-sizing the process for the organisation.

#### Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

#### Significant Working Relationships

- Accounts Payable & Procurement Team Lead
- Group Financial Controller
- ElectraNet Procurement Staff
- ElectraNet staff making goods/services purchasers
- ElectraNet requisitioners
- ElectraNet staff who hold a Delegation of Authority

- External Suppliers

### Equipment & Technology Used

- SAP
- Microsoft tools, including Dynamics, Outlook, Word and Excel.

### Selection Criteria

#### Knowledge & Experience

##### Essential

- Detailed knowledge of SAP relating to the P2P process with specific focus on the Materials Management module and its integration and impacts on other business functions;
- Proficient in MS Excel and strong knowledge in other Microsoft Office Suite products;
- Ability to provide sound judgement;
- Ability to work autonomously and deliver high quality and professional outcomes;
- Ability to gather information and exercise independent judgement to resolve and address issues as they arise;
- A positive and flexible attitude with a willingness to proactively take on a wide range of tasks and adjust to competing priorities;
- Well-developed interpersonal skills and ability to communicate across a range of stakeholders;
- Ability to produce high quality reports and procedures;
- Applying theoretical and practical knowledge to solve commonly encountered problems;
- Applying generally accepted concepts, principles and standards in well-defined areas;
- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis;
- Demonstrable ability to work as a team member and actively promote office harmony.

##### Desirable

- Minimum 5 years' experience, in Discipline related role
- Flexible approach to working hours and after-hours commitments
- Working knowledge in the preparation of Modern Slavery Statements

#### Qualifications

- Tertiary qualification in Purchasing or other relevant discipline (Desirable).

#### Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.