

POSITION DESCRIPTION

Position Title:	Purchasing Administrator
Business Unit/Department:	SEAS Management
Division:	Surgery, Endoscopy & Anaesthesia Services (SEAS)
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 – Level 1 to Level 5 (HS2 to HS21)
Reports To:	Business Support & Administration Manager
Direct Reports:	N/A
Date Prepared/Updated:	2 April 2025

Position Purpose
The Purchasing Administrator is responsible for providing administrative and procurement support to the Surgery, Endoscopy, and Anaesthesia Services division, including coordinating purchasing activities, maintaining records, and ensuring efficient supply processes.
Business Unit Overview
The Division of Surgery, Endoscopy and Anaesthesia Services delivers comprehensive patient care through its perioperative and anaesthetic programs. Services are provided across the full continuum of care, from outpatient to inpatient settings, including operating theatres, day procedure units, and central sterilising services, supported by a wide range of ancillary services that meet the needs of the Western Health catchment population.
Key Responsibilities
• Manage the end-to-end procurement process, including processing purchase requisitions, obtaining and evaluating quotes, placing orders, and tracking deliveries. • Oversee and manage the Purchasing inbox, delegating workflow and responding to urgent requests and issues in a timely manner. • Process theatre and clinic-related invoices, including loan and pay-and-replace proformas, as well as usage reports, ensuring accuracy and timeliness. • Coordinate purchasing activities for Surgery, Endoscopy, Anaesthesia, and theatre reception requirements. • Source and procure IT-related products for the SEAS division, including coordinating installation where required. • Investigate and resolve discrepancies relating to orders, shipments, invoices, and requisitions, ensuring accurate billing and record-keeping.

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- Process and maintain records for equipment repairs and service replacements in accordance with contracted service agreements
- Liaise effectively with Equipment Nurses, Operations Managers, the Clinical Procurement Team, Contracts Department, Finance, HSV, RMH Buying Team, and external suppliers, representatives, and contractors to support procurement activities.
- To be responsible for patient enquiries relating to billing and collection services and attending to the enquiries in a professional manner.
- Provide high-level administrative support to senior management.
- Maintain accurate records, databases, and process documentation.
- Support departments with purchasing needs and ensure adherence to relevant WH policies and procedures.
- Draft procurement summaries and other key documents.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Divisional Director and Service Directors
- Clinical Heads of Unit
- Business Support & Administration Manager
- Senior Medical Staff
- Junior Medical Staff
- Nursing Staff
- Other Administration Staff

External:

- External Stakeholders
- Other Healthcare Providers

Selection Criteria

Essential:

- Demonstrated excellent organisational and time management skills.
- High level of attention to detail and accuracy.
- Highly developed interpersonal and communication skills.
- Strong commitment to delivering customer-focused service.
- Proven ability to work both autonomously and collaboratively within a team environment.
- Demonstrated initiative, with the ability to exercise discretion, maintain confidentiality, and apply sound judgement.
- Advanced proficiency in Microsoft Office Suite and financial/accounting systems.

Desirable:

- Understanding of health care environment.
- Understanding of health care systems – iPM, Bossnet, EMR, FMIS

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment.
- Obtain a Working with Children Check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures

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- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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