ST GEORGE'S HOSPITAL
A TRADITION OF EXCELLENCE

Position Description: Purchasing Officer

Business area:	Purchasing
FTE:	As per Conditions of Employment
Reports to:	Purchasing Manager

Position Objective:

- *To provide cost effective purchasing, inventory management, warehousing and inventory distribution for the hospital*

Functional Relationships:

Internal:	**External:**
• Chief Financial Officer • Hospital Manager • Ward Services Manager • Operating Theatre Services Manager • Clinical Flow Services Managers • Charge Nurses • Clinical Nurse Specialists • Charge Anaesthetic Technician • Sterile Sciences Manager • Infection Prevention and Control team • Theatre and ward clinical colleagues • Finance colleagues • All other St George's colleagues	• Other hospitals (Private and DHB's) • Company representatives • Suppliers

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Key Areas of Accountability:

Area of Accountability	Expected Results
Purchasing requirements are met in line with Hospital policy	• All supplies are ordered, received and documented in the Hospitals' computerised inventory system. • Back ordered supplies are received and delivered to appropriate locations in the Hospital. • All Departments are kept informed of major supply difficulties or problems. • Back orders and out-of-stock reports are produced weekly and distributed to key partners.
An orderly and efficient stock accounting system is maintained.	• Review stock levels according to demand. • Be proficient at entering information and control of levels onto a computerised inventory system. • Forecast inventory and maintain a viable operating level. • Liaise with various departments in regard to inventory management. • Be proficient at dispensing stock according to imprest levels.
Inventory levels are maintained in line with hospital policy and warehousing and distribution of supplies is carried out in an efficient manner	• Stock rotation occurs to ensure all stock is consumed when practical by the "use by date". • Monthly reports are produced on product recovery levels by product types. • New stock items are monitored to ensure that they are set up correctly in the Inventory System and the appropriate business units advised • Stock usage discrepancies are reported to the Purchasing Manager as soon as they are identified. • All supplies are warehoused in a secure environment with particular attention to pharmaceuticals.
Timely and accurate stock and inventory information is provided to the Purchasing Manager	• Stock on hand is known and accounted for and any variations are reported • Monthly stock reports are produced in a timely and accurate manner. • Identify, analyse, and report on where improvements can be made. • New reports are developed in conjunction with the Purchasing Manager, to enable improved control of stock movements.
Actively participate on the product evaluation committee	• Liaise with suppliers regarding products and equipment. • Assist with planning and providing the Hospital with the opportunity to trial and evaluate new products. • Ensure that any feedback regarding the evaluation of any new product is collated and reported back to the Committee.
Interpersonal Relationships/Teamwork	• Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members. • Models St George's values.
Professional Development	• Participates in Performance Planning and Review.
Quality Improvement	• Participates actively in quality improvement activities by assisting with implementing improvements • Participates in audits and applies outcomes to improve service provision. • Participates in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy. • Participates actively in the development/review of policies and procedures.

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Area of Accountability	Expected Results
Organisational Culture	• Displays harmonious working relationships within the organisation. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. • Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
Te Tiriti o Waitangi	• Understands and has knowledge of Te Tiriti o Waitangi. • Collaborates with colleagues regarding the integration of Te Tiriti principles in practice. • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.
Cultural Safety	• Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety	• Complies with and supports all health and safety policies, guidelines, and initiatives. • Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
Organisational effectiveness	• Looks for ways and means to actively and effectively promote cost effectiveness. • Accurately completes cost accounting documents as appropriate
Other Duties	• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	•	•
Experience & Knowledge	• 3 – 5 years relevant experience in purchasing processes, inventory management, warehousing	•
Personal Attributes	• Shows respect for people • Uses initiative • Is proactive and innovative • Is an effective communicator	