

Position Description

Property & Procurement Officer



Position Title:	Property & Procurement Officer
Location:	Barkuma, South Terrace, Adelaide
Reports to:	Finance Manager
Agreement:	Barkuma Inc. Enterprise Agreement
Classification:	Grade E

About Barkuma

Barkuma is a not-for profit organisation that provides a range of services to assist people with disability to live, work, learn and be included in the community. Established in 1967 by a group of parents in Adelaide's northern suburbs, Barkuma has grown to employ more than 300 staff and support more than 800 people living with disability, making us one of the largest disability organisations in South Australia.

Our Foundation Principle is that the inclusion of all people expands individual potential and strengthens the community. **Our Mission** is to enable people with disability to be valued members of the community.

Our Purpose to partner with people on the journey to their best life. **Our Aspirational Goal** to be a leading provider of high quality employment, transition and in-home supports for current and future Barkuma customers.

Our Values

- Respecting human worth and dignity
- Promoting individual growth and development
- Striving for excellence
- Fostering community inclusion
- Improving quality of life

Purpose

Responsible for a comprehensive and best practice approach to procurement and property management (including both operational sites and equipment/assets) across the Barkuma sites, in order to meet the objectives of the Barkuma strategic plan.

Management and Accountability

Property & Asset Management

- Property management for Barkuma's 3 operational sites at South Terrace, Elizabeth and Holden Hill and any other sites utilised by Barkuma (eg rental offices if required)
- Develop, monitor and coordinate scheduled and preventative maintenance plans for Barkuma sites to ensure that all facilities are maintained to best practice standards and meet fire safety and building regulatory requirements
- Coordinate, supervise (where required) and liaise with contractors and specialist trades on site, including site induction and orientation and ensuring appropriate licences and clearance checks are in place
- Ensures WHS compliance of service providers as part of the contractors' induction procedure
- Ensures that regular equipment tagging is undertaken, and ensures new electrical equipment is tagged and considered safe on arrival at the facilities
- Ensures fire safety equipment testing is conducted as per schedule and that any repairs highlighted in the test results are carried out promptly
- Arrange for timely attendance by contractors to attend to emergency repair of facilities as required
- Undertake regular audits in relation to accreditation requirements and works towards continuous quality improvement

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- Monitoring and internal audit of factory equipment to ensure the site managers are complying with maintenance plans for equipment
- Manage the utilities, cleaning and security arrangements at all sites including sourcing service agreements that provide the best value for money
- Assist with sourcing of potential new premises for the operations at end of leases
- Liaison with external Property Manager for Barkuma's owned accommodation housing
- Develop and assist accommodation customers requesting additional support from Barkuma to assist with household expenditure management by sourcing economical and ethical goods and services
- Management of the motor vehicle fleet and consultation with Senior Finance Officer around acquisition, sale and disposal
- Develop, implement and monitor systems, policies and procedures that support the efficient and harmonious operation of the facilities and asset maintenance program

Procurement & Contract Management

- Develop and maintain contractor register (including compliance checks/licences)
- Confidentially negotiate contracts with service providers/suppliers
- Develop, implement and monitor systems, policies and procedures for procurement and contract management processes that demonstrate efficient use of funds, maximise competition, increase value for money, reduce the risk of corruption and enhance organisational credibility (ethical purchasing)
- Management of Procurement and Purchase Order System
- Develop and maintain Preferred Suppliers and Contractors Register

Other

- Assist with budget preparation and reforecasting for property, assets & procurement
- Approval of expenditure in line with budget - relevant to the area
- Risk management and cost analysis to meet procurement and cost savings objectives
- Driving reduction in overhead spend
- Assisting with insurance claims
- Assist with end of period finance functions relevant to the role (including assist auditors)
- General filing relevant to position
- Working closely with internal and external stakeholders
- Any other duties relevant to the role as required
- Adhere to and actively support Barkuma's Quality Assurance and WHS systems
- Contribute to a culture that encourages learning, unity, achievement of high quality services and a pursuit of excellence
- Model appropriate behaviours and adhere to Barkuma's Code of Conduct
- Actively promote Barkuma and its services to the community
- Adhering to Barkuma's Mission statement and values.

Qualifications and Experience

Essential knowledge, skills and qualifications

- Demonstrated experience in property, procurement and contract management
- Demonstrated experience in systems, policy and procedure development and implementation
- Computer literate with a sound working knowledge of Microsoft Office (especially Word and Excel)
- Ability to work autonomously and within the team
- Ability to work to a high level of accuracy and meet deadlines
- Excellent written and verbal communication skills
- Good organisation and time management techniques

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Desirable

- Relevant tertiary qualifications
- Experience with computerised finance systems (preferably Microsoft Dynamics NAV)
- Understanding and experience of the National Disability Insurance Scheme and Government Funding
- Experience in the not for profit sector

Special Conditions of Employment

- A current class one South Australian Driver's Licence
- Ability to work out of core work hours to cover leave or to meet deadlines
- Ability to work across different Barkuma sites
- Current DHS Disability Services clearance
- NDIS Quality and Safeguards Worker Orientation (or willingness to obtain)
- Appropriate work rights for Australia

I confirm that I have read and understood the Position Description for the position of Property & Procurement Officer.

Name (insert here) _____

Signed _____

Date _____ / _____ / 2020

HR Use Only: Amendment Record

Version Number	Amendment	Amended by	Date
1.0	New role	Human Resources Manager	July 2020