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|---------------------|---------------------------------|
| Job Title | Purchasing Administrator |
| Branch | Shared Services Branch |
| Reporting to | Team Leader Purchasing |
| Location | Wellington |
| Salary Range | Corporate D \$40,393 – \$54,650 |

The Department of Internal Affairs serves and connects people, communities and government to build a safe, prosperous and respected nation. It has a diverse range of functions, jobs, and people with over 2000 staff located throughout New Zealand and overseas.

Internal Affairs has six branches: Strategy and Governance, Service Delivery and Operations (SDO), Policy Regulatory and Ethnic Affairs, Information and Knowledge Services, Service and Systems Transformation and Shared Services. In addition, the Ministry of Civil Defence and Emergency Management business group reports directly to the Chief Executive.

Purpose

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The purpose of this position is to support the Department's purchasing processes and activities including:

- Providing timely and quality administration and support to the purchasing team and to DIA branches
- Administering the Department's purchasing processes including managing consolidated invoices and supporting telephony purchasing and support activities.
- Following up on purchasing issues e.g. including receipting and returns.
- Supporting receiving of assets.

Key Responsibilities

Asset Creation in SD+

- Asset management and allocation of goods
- Centralised receipting and association of assets within the tool
- Disposal of devices.

Relationship management

- Establish and maintain effective working relationships with the purchasing team
- Establish and maintain effective working relationships with external suppliers.

Purchasing

- Support the purchasing processes by managing follow-up invoices that fail the three-way match
- Provide reports about outstanding orders to staff.

Receipting and Invoice Exception Management

- Support the receipting process by undertaking receipting follow-up with branches to ensure prompt acknowledgement and processing of goods and services that have been received
- Support the receipting and receiving activities for those purchases that are delivered centrally e.g. ICT and Telephony purchases.

Purchasing Service Support and Advice

- Provide advice to customers on purchasing processes.
- Ensure timely and quality reporting to customers as required
- Support processes to respond to parliamentary and supplementary questions on Departmental purchasing practices.

Supporting the Accounts Payable process

- Check content and correctness of consolidated invoices
- Process consolidated invoices into required formats for processing
- Manage approval and delivery of electronic files to Inland Revenue for payment by due date.

Database Maintenance and Administration support

- Manage consolidated invoices
- Maintain the department's vendor / supplier data-base making adds, changes and deletions as appropriate
- Perform or support Staff claims maintenance
- Maintain product catalogues including making additions, changes and deletions
- Make changes to vendor categories
- Maintain P-card setups, additions, changes, moves and deletions
- Coordinate P-card reconciliations
- Manage P-Card application processes
- Provide P-Card support to users
- Update the purchasing catalogue.

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans.

Key Relationships

| Key Relationships and Nature of Interaction | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to | Negotiate |
|---|--------|------------------|-----------|--------|-------------|------------|-----------|
| Internal | | | | | | | |
| Team Leader | | ✓ | ✓ | ✓ | | | |
| Colleagues | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Procurement Team / GISMO | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Budget Holders | | ✓ | ✓ | ✓ | | ✓ | |
| External vendors | | | ✓ | ✓ | | ✓ | |

Staff Management

| | |
|---------------------------------|---|
| Number of direct reports | 0 |
| Total number of staff reporting | 0 |

Person Specification

Experience

- Proven administrative experience
- Experience in operating a database
- Experience in contract management, procurement or supply administration

Knowledge

- Knowledge of operating databases
- Understanding of how purchasing operates in a Government environment

Skills

- Good communication skills
- Attention to detail
- Delivers efficient and quality service to customers
- High level of accuracy and good time management skills
- Good level of proficiency in the use of Microsoft Office applications, in particular Outlook, Excel, and Word

Competencies

The Competencies** required for this role consist of both core Departmental and job specific competencies. The core competencies are shown below in italics. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

| Competency Cluster | Competency |
|--------------------|--------------------------------|
| Integrity | <i>Integrity and Trust</i> |
| | <i>Ethics and Values</i> |
| Intelligence | <i>Intellectual Horsepower</i> |
| | <i>Learning on the Fly</i> |

| | |
|----------------------------------|------------------------------------|
| Emotional Maturity | <i>Self Knowledge</i> |
| | <i>Composure</i> |
| Talent to Execute | <i>Innovation Management</i> |
| | <i>Total Work Systems</i> |
| Positive Energy | <i>Perseverance</i> |
| | <i>Motivating Others</i> |
| Edge | <i>Managerial Courage</i> |
| Managing Diverse Relationships | <i>Interpersonal Savvy</i> |
| | <i>Political Savvy</i> |
| | <i>Managing Diversity</i> |
| Managing Complexity | <i>Dealing with Ambiguity</i> |
| | <i>Strategic Agility</i> |
| | <i>Managing Vision and Purpose</i> |
| Achieves Effectiveness for Māori | <i>Effectiveness for Māori</i> |

*With the exception of Achieves Effectiveness for Māori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

**Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.