



Job Details

Reference: 254

Position Title: **SUPPLY MANAGER**

Classification: APS Level 6 / Administrative Service Officer, Class 6

Salary range: \$66,504 - \$74,542 per annum

Location: 700 Collins Street, Docklands - Melbourne 3008

Division: Corporate

Branch: Finance and Budgets Branch

Section: Finance and Supply

Status: Ongoing

Applicants: Australian citizenship – see [Essential Applicant Information](#)

Applications close: Thursday, 5 November 2009

Advertisement

The Bureau of Meteorology is a high profile Commonwealth Government Organisation, providing meteorological, hydrological and oceanographic services to the Australian and International Community.

We are looking for a professional, highly motivated, individual to manage the team that provides the purchasing, inventory, stock control and material management function for the Bureau.

The applicant must have excellent management and people skills with the ability to work in and manage a team environment, along with experience in using a financial management system and experience in logistics and inventory management.

Duty Statement

Under limited direction in relation to priorities and work practices, undertake the following tasks as interim Supply Manager,

1. Manage a team that provides purchasing, inventory and cataloguing, stock control and materials management responsibilities. Manage the transition of the Supply Team into the Financial Operations Sub-section.
2. Determine the most efficient and economic purchasing arrangements, sources of supply and economic order quantities for various types on inventory. Provide subject matter expertise and purchasing policy advice on matters pertaining to the use of Commonwealth common use and panel contracts. Co-ordinate, prepare and administer such contracts for inventory and consumables. Implement processes to comply with Commonwealth Procurement Guidelines.

Duty Statement (cont.)

3. Proactively identify and apply improved processes to streamline the tasks undertaken by the Supply team.
4. Investigate, interpret and evaluate information for the guidance of staff and other clients. Assist with the analysis of specific materials management and/or financial problems in all areas of the Bureau.
5. Establish, review and monitor the application of accounting policy in the Bureau in one or more of the following areas: inventory, materials management and asset management. Provide advice and expert opinion consistent with relevant Accounting Standards and Chief Executive Instructions.
6. Maintain records and systems to manage the proper and accurate recording of financial transactions. Exercise appropriate delegations. Undertake stocktakes of stock and inventory and update associated procedures. Develop process improvements, provide training and publish guidelines for Bureau staff.
7. Participate in the introduction of new financial management initiatives. Liaise closely with relevant clients and stakeholders in the Bureau in relation to such change and lead information sessions and seminars, as necessary, to communicate these changes. Provide associated documentation and guidelines integrating such changes into day-to-day operations.
8. Liaise with other Bureau functional elements and represent the Branch at conferences, meetings or seminars as appropriate; represent the Bureau externally as required.
9. Assume responsibility for implementing agreed internal and external audit recommendations requiring review of practices and procedures. Undertake ongoing follow-up of audit compliance.
10. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duties representing highest function: 1, 2 and 3

Immediate supervisor: EXECUTIVE LEVEL 1 (NO. 383)

Selection Criteria

To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the *Bureau of Meteorology Application Cover Form*.

1. Excellent management and people skills with demonstrated capability to implement process change and initiate solutions.
2. Demonstrated ability to effectively work in and manage a team environment, supervise staff, ability to meet tight deadlines combined with the skill to be flexible in an area where priorities change.
3. A very good knowledge of and extensive experience in using a financial management system, preferably with a dedicated inventory/materials management module, with particular reference to providing accurate and timely reporting on Bureau resources and inventory management.
4. Thorough knowledge, or potential to acquire knowledge, of the Commonwealth's Procurement Guidelines, Chief Executive Instructions (CEIs), Financial Management and Accountability Act (FMA 1997) and other Regulations related to Purchasing and Supply Operations.
5. Extensive experience in providing logistics, supply and/or inventory management roles to ensure business continuity and the needs of relevant clients and stakeholders in the Bureau are satisfied.

Selection Criteria (cont.)

6. Very good written and verbal communication skills, including sound negotiation and liaison skills with the ability to develop presentation material and provide training.
7. Knowledge and understanding of the principles of the Bureau's Social Justice Policy and a commitment to apply them in practice.

All criteria are rated equal

Eligibility Requirements:

Sound experience in, or progress towards Accounting or Business Administration or other relevant qualifications is desirable.

Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Employment conditions for most Bureau employees are contained in the Bureau's Enterprise Agreement 2009-2010 which is available on the website at: [The Bureau of Meteorology Enterprise Agreement 2009-2010](#)

Please read the selection documentation and if you have any queries specific to this position please contact Noel Williamson on 9669 4364.

Applications

Applications can be lodged personally at: The Recruitment Unit, 7th Floor,
700 Collins Street, Docklands 3008

By mail to: Recruitment Manager, Bureau of Meteorology, GPO Box 1289,
Melbourne VIC 3001

By email to: jobs@bom.gov.au

All applicants are required to include a completed Bureau of Meteorology Application Cover Form, Résumé or CV and a Statement addressing the Selection Criteria.

All applicants are advised to read [General Information for Applicants](#) available on this web site before submitting their application.

Should you experience any difficulties with accessing information please contact the Recruitment Unit by email at: jobs@bom.gov.au or by telephone on 03 9669 4337 / 03 9669 4379 / 03 9669 4260.