

UNIVERSITY OF OTAGO
Te Whare Wananga o Otago

JOB DESCRIPTION

JOB TITLE: Purchasing Officer/ Deputy Compliance Officer
DEPARTMENT: School of Pharmacy
DIVISION: Health Sciences

PRIME FUNCTION

To contribute to the teaching and research goals of the School of Pharmacy.

MAIN OBJECTIVES

- To manage purchasing and store functions to optimise School activities.
- To purchase scientific products from local, New Zealand and overseas suppliers for School staff and postgraduate students.
- To co-ordinate all equipment purchases in the School, maintaining equipment request database.
- To assist with regulatory compliance to MAF and ERMA standards.

KEY TASKS

Purchasing Management

- Provide product knowledge, costings and availability information for scientific products and equipment as required; obtain quotes.
- Place orders for scientific products and equipment, including associated paperwork and filing.
- Place orders using School credit card, including on-line verification of account codes etc.
- Receive, and when necessary, sign for incoming goods; deliver goods to end-users, determining appropriate storage for perishable goods e.g. antibodies.
- Receive invoices and coverslip for payment.
- Resolve problems related to specific orders including non-delivery of orders and back-orders.
- Organise with companies return of goods, when necessary.
- In liaison with School Financial Administrator deal with queries and problems with orders and accounts.
- Where appropriate, liaise with Head Technician and Manager, Administration and Finance on purchasing/budgeting matters.
- Maintain library/files of catalogues/product information.
- Be an Approved Handler for hazardous substances under HSNO regulations.

Store Management

- Maintain supplies in consumables store.
- Ensure appropriate usage of store i.e. primarily for teaching and postgraduate use.

Co-ordination of Equipment Purchases

- Co-ordinate internal requests for equipment, from both internal funding and annual Otago School of Medical Sciences Capital Equipment Grant.
- Purchase according to list of equipment needs prioritised by the Dean.
- Co-ordinate the purchase of large items of equipment used across groups within the School, sometimes requiring co-ordination with staff responsible for space allocation and building maintenance/alteration i.e. Physical Resource Technician and School Administrator.
- Liaise with University Procurement Manager, for the purchase of large items of equipment, as necessary.
- Call informal tenders for large equipment purchases.
- Contribute to various committees (e.g. Research, Science Teachers) as required, advising in the area of equipment.
- Maintain a database of equipment needs and requests for the School.
- Organise couriering of equipment for repair.

Compliance

- To assist the Departmental Health and Safety Officer with his roles of hazard management, accident investigation and the implementation of emergency procedures and be able to deputise in his absence.
- To assist the Departmental Laboratory Manager with compliance to the HSNO Exempt Laboratories Code of Practise for University and CRI Laboratories and be able to deputise in his absence.
- Maintain a database of chemicals used within the School.

General

- Assist with other School activities, as required.

RELATIONSHIPS

Directly responsible to:

Head Technician.

Close working relationship with:

Manager, Finance and Administration.

Dean.

Departmental Health and Safety Officer.

Departmental Laboratory Manager.

Supervision of:

N/A.

Functional relationships with:

All School staff.

All School postgraduate students.

University Procurement Manager.

Scientific equipment and material suppliers.

BUDGETARY RESPONSIBILITY

- Purchases of materials and equipment up to \$5,000 from an approved budget.
- Holder of a School credit card with a spending limit of \$15,000.

EXPECTED OUTCOMES

- Purchasing requests in the School are dealt with thoroughly, speedily and cost-effectively.
- The consumable store is kept well stocked at all times.
- School consumable and equipment budgets are monitored and controlled.
- Equipment purchasing in the School is managed well.
- Health and safety systems within the Schoolwork efficiently.
- The Department complies with the HSNO Exempt Laboratories Code of Practise for University and CRI Laboratories.

PERSON SPECIFICATION

- BSc, NZCS or equivalent.
- Purchasing experience within a tertiary institution.
- Knowledge of equipment, including equipment purchase, desirable.
- Technical experience within a tertiary institution, is desirable.
- Computer experience.
- Ability to relate to a wide range of people.
- Ability to cope with a wide range of demands.
- Ability to set priorities.
- Be proactive with a 'can do' attitude.

SALARY RANGE AND LEVEL

This position is provisionally evaluated at Level 4, on the University of Otago General Staff salary scale, the full salary range for this level being \$37,582 to \$46,567 per annum. The University operates an eight level salary structure applicable to most General Staff, with Level 1 being the lowest and Level 8 being the highest.

PROVISIONAL EVALUATION

The evaluation of this position has been carried out on an interim basis and the result is subject to confirmation. The salary range indicated here may therefore be subject to change. The actual salary of a new appointee, once offered and accepted, will not be reduced.

INITIAL SALARY ON APPOINTMENT

The expectation is that initial appointment will normally be made within the range \$37,582 to \$42,076 per annum.

ANNUAL SALARY REVIEW

Placement of staff within salary ranges is reviewed annually. The salary review is carried out as part of the annual Performance and Development Review process between August and October of each year, with any resulting increases taking effect from 1 February of the following year. Staff must

have been employed on or before 1 August in the year of the review to be eligible for advancement the following February.

CONTACT PERSON

For further information, please contact Len Stevenson, School of Pharmacy, Health Sciences, Tel 03 479 5221, Fax 03 479 7034, Email len.stevenson@stonebow.otago.ac.nz

Should the University wish to offer you the position, a formal, written letter of offer will follow any verbal discussions that might be held with you. It is recommended that you do not resign from your current employment until you have received our written offer. The contents of this formal letter of offer and its attachments will constitute the entire agreement between the employee and the employer, and will supersede all previous representations, negotiations, commitments and communications, either written or oral between the parties. Any agreements will only be binding on the employer where they have been formally offered by the Human Resources Division and accepted by the employee.

While this position is open to applications from outside of Dunedin, New Zealand, unless otherwise stated relocation assistance will not be available should the successful applicant currently reside elsewhere in the country or world.

University of Otago
PO Box 56
Dunedin
NEW ZEALAND

Tel 64 3 479 8269
Fax 64 3 479 8279
Email: job.applications@otago.ac.nz