

POSITION DESCRIPTION

Position Title	Procurement Officer		
Organisational Unit	Finance and Planning Directorate		
Functional Unit	Financial Operations		
Nominated Supervisor	Procurement and Sourcing Consultant		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10613482
Attendance Type	Full Time	Date reviewed	15-JUN-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

ABOUT THE FINANCE AND PLANNING DIRECTORATE

The Finance and Planning Directorate provides all areas of financial and planning services across the University. The Directorate has offices in Melbourne, North Sydney and Brisbane where each office has local responsibility as well as functional responsibility. The Melbourne office oversees management reporting, planning and finance system administration, the North Sydney office has the directorship, treasury, financial accounting, management accounting, accounts payable, accounts receivable, tax, building assets, procurement and systems enablers. While the Brisbane office includes IT procurement, equipment assets and budgeting and planning.

ABOUT FINANCIAL OPERATIONS

The financial operations area is made up of 4 functional areas as follows:

Financial Accountant, Accounts Payable, Tax and Assets

- All non-payroll related outgoing expense/reimbursement payments both local and international and including accounts payable;
- Management of the Purchase Cards system;
- Governance, provision of advice, and management of regulatory requirements for indirect tax including GST and FBT;
- Management of asset record keeping and depreciation.

Financial Accountant, Treasury and Insurance

- Management of cash flow;
- Management of the receipting function process;
- Management of investments;
- Debt management;
- Management of all non-workers compensation related insurance, providing advisory and undertaking governance.

Debtor Management

- Management of all non-tuition-based debtor function including the provision of advice on policy, process and systems.

Procurement

- The provision of procurement services including advice on policy, process and systems;
- Provision of IT related procurement specialist services for the procurement of IT hardware and software.

Financial Operations are also responsible for the production and audit coordination of the Annual Financial Statements and the forecasting of financial statements on a monthly basis.

POSITION PURPOSE

The Procurement Officer supports the end-to-end delivery of sourcing and procurement activities ensuring efficient project coordination, compliant processes, and effective stakeholder engagement. The role focuses on coordinating tender processes, contributing to developing and maintaining procurement documentation and policies, and providing guidance to staff to uphold governance standards. It also contributes to continuous process improvement, contract management, procurement and spend data analysis, and compliance initiatives such as modern slavery reporting and supplier due diligence.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)

- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Stakeholder engagement and requirements gathering Liaise extensively with ACU staff, project teams, Office of General Counsel and specialist stakeholders (e.g. Privacy, Cyber, IT) to capture, clarify and document sourcing requirements, specifications and required amendments to standard procurement documentation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Tender documentation development and compliance Draft, review and manage tender documentation (e.g. RFTs, RFPs), incorporating input from SMEs across legal, commercial and operational areas. Ensure all documentation aligns with all current ACU standards, legal requirements, policies and governance frameworks. Draft, update and maintain procurement policies, procedures, templates, communications and SharePoint content.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Sourcing project coordination and administration Coordinate end-to-end sourcing activities across the procurement lifecycle, including project administration, communications and maintaining work-in-progress tracking to ensure timely delivery through to contract execution.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Maintain ACU Procurement systems and processes and provide compliance advice and education to staff Utilise and maintain the ACU Tender Portal and Procurement SharePoint project, information and documents site. Point of contact (in conjunction with FBPs) for Procurement advice and training staff stakeholders on ACU's Procurement Policy, Sourcing Projects' systems and processes, and mandatory governance requirements, ensuring all activities comply with ACU's processes and policies. Contribute to direct training of Finance and other staff in relation to Procurement policy, procedure and process and governance requirements.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Strategic and specialist procurement initiatives Support key initiatives including: • Indigenous supplier engagement and Supply Nation reporting • Modern Slavery compliance, reporting and supplier due	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
diligence • Contract management processes, monitoring and reporting • Spend analysis reporting	
Supplier Contract Management and stakeholder advice Contribute to ACU's contract management program and system, providing guidance, advice and process support to ACU staff project teams, as well as monitoring and generating reports on contract end dates, KPI compliance etc - as may be required.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Completion of a degree and subsequent relevant work experience, or an equivalent of education and experience combination in a large and complex organisation. • Skill - Excellent interpersonal communication skills (ability to guide, educate, build rapport and influence) to assist ACU project stakeholders in relation to ACU Procurement Policy and Procedures to create impactful and successful deliverables and outcomes • Experience - Proven experience in the drafting, editing, proofing and compiling of documents containing complex clauses and detailed specifications from varied stakeholder groups. Contract and Tender document writing experience will be highly regarded. • Knowledge - The ability to comprehend, review and evaluate multiple sources of information, from a broad range of disciplines and subject matters, written and oral, and to distil them into a meaningful narrative that captures all the critical requirements, in an accurate, well-structured, coherent and consistent manner. • Skill - High numeracy skills with advanced Microsoft Word and Excel spreadsheet skills and the ability to adapt to a range of systems and programs effectively. Spend analysis skills and experience will be highly regarded. • Skill - Demonstrated high-level organisational, time and project management skills with the ability to independently and proactively manage multiple tasks, priorities, deadlines and activities. • Skill - High-level attention to detail and the ability to quality control own work to check for, and ensure, accuracy.
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	• Knowledge - A well-developed understanding of Procurement and higher education protocols. • Experience - Experience with and exposure to working with Modern Slavery programs, compliance documentation and supplier compliance analysis will be highly regarded.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

