



Applicant Information

ICT PURCHASING & ASSET OFFICER



Swan Christian
EDUCATION ASSOCIATION

scea.wa.edu.au

ABOUT SCEA

Swan Christian Education Association (SCEA) exists to be a thriving system of interdependent Christian schools in Australia that are inspired by the mission initiated by Jesus Christ to equip and empower those we serve to experience life in all of its fullness.

Established in 1982, SCEA began as a single primary school in Midland to serve the needs of families who wanted to see Christian education grow and thrive in Western Australia.

Nearly forty years later, SCEA has more than 500 staff serving at seven schools ranging from Alkimos to the north of Perth to Bedfordale in Perth's southern suburbs. Over 4,000 students belong to SCEA schools in Middle Swan, Kalamunda, Beechboro, Mundaring, Ellenbrook, Southern Hills and Northshore.



OUR MISSION

Empowering and equipping children and young people to flourish in life, by welcoming them into our schools that are shaped by Christian faith and values, and creating an environment where all within the community can truly belong, learn and thrive.

OUR VISION

To be a thriving network of interdependent Christian schools in Australia that are inspired by the mission initiated by Jesus Christ to equip and empower those we serve to experience life in all of its fullness.

WE VALUE

Love

Joy

Stewardship

Humility

Justice

ICT PURCHASING & ASSET OFFICER

If you are an enthusiastic service-oriented individual with an interest in purchasing and asset management, then we have a fantastic opportunity for you to join our team and make a positive contribution across our network of Christian schools.

Working as part of a dynamic ICT support team, you will be responsible for all ICT related purchasing, asset tracking and disposal, as well as warranty and license management on behalf of the ICT team and the schools we support.

Interacting with a diverse range of stakeholders, you will have an opportunity to apply your skills and expertise and to bring ideas and improvements to the way we manage and deliver these services.

KEY RESPONSIBILITIES

- Establishing and maintaining good supplier relationships
- Ensuring timely actioning of purchasing requests for ICT hardware, software, and related services
- Managing deliveries, including the validation of received goods to orders
- Accurately reconciling supplier invoices to purchase orders and budgets for approval
- Ensuring ICT asset information and software licenses are accurately registered and tracked
- Managing and coordinate warranty, maintenance, and license renewals along with asset disposals
- Assisting with planning, forecasting and optimising purchasing and asset management activities

ESSENTIAL SELECTION CRITERIA

- Have a personal commitment to the Lord Jesus Christ and be an active member of a Christian Church.
- Accept the Association's Statement of Faith, Code of Conduct, Foundational Statements of Belief and Educational Objectives and be living a lifestyle consistent with these statements.
- Prior experience with purchasing and asset management, with a broad understanding of ICT hardware, software, and services considered advantageous
- Excellent written and verbal communication skills are essential
- Strong organisational skills, including working pro-actively with limited supervision
- Proficient in the use of Microsoft Office (including Excel)
- A strong commitment to continuous improvement, teamwork, positive customer outcomes and personal development, including knowledge sharing with others

QUALIFICATIONS

Relevant TAFE/Tertiary qualification and industry experience.

LOCATION

The ICT Purchasing and Asset Officer will be based at our SCEA Head Office in Midland with occasional travel to other school sites to supervise or assist with the delivery or installation of ordered equipment or to provide temporary relief or assistance for other ICT staff.

A reliable vehicle and current driver's licence is a requirement for this role, with any work-related travel expenses reimbursed at the applicable ATO KM rate.



WHAT WE CAN OFFER YOU

- Annual Leave entitlements: 4 weeks plus 3 days over Christmas/New Year
- A competitive salary: Level 4 as per the SCEA Support Staff Enterprise Agreement
- Superannuation contributions as per current legislation
- Salary Packaging
- Free onsite parking
- Employee Assistance Program
- Income Protection Cover

REMUNERATION TERMS AND CONDITIONS

Swan Christian Education Association Inc. Support Staff Enterprise Agreement 2020 and its successors.

EMPLOYER

Swan Christian Education Association Inc.
1 Padbury Terrace, Midland WA 6056
PO Box 254, Midland WA 6936

APPLICATION PROCESS

Your online application must consist of the following:

- A covering letter addressing the Essential Selection Criteria above, along with your reason for applying and the competencies you would bring to the role.
- Resume or Curriculum Vitae, and
- Copies of relevant qualifications
- Copies of a valid Working With Children Card, Department of Education Police Clearance (or willingness to apply for one).

Only online applications that provide the above requirements will be considered. For any queries, please email I

wayne.fewster@scea.wa.edu.au

Applications close 5:00pm Monday 12th September 2022

If you feel you have the experience and expertise to make a positive contribution in this rewarding and dynamic Christian education environment, then we would love to hear from you!

