

Position Description

Pharmacy Procurement Officer

Classification:	Grade 2 Administrative Worker (HS2 – HS21)
Business unit/department:	Pharmacy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38
Reports to:	Lead Pharmacy Procurement Officer
Direct reports:	As per departmental reporting structure
Financial management:	N/A
Date:	August 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Pharmacy Procurement Officer ensures the safe, timely, and cost-effective purchasing of medicines and pharmacy-related supplies for the hospital. The role supports continuity of patient care by maintaining optimal stock levels, managing supply chain risks, and working closely with pharmacists, technicians, support staff, suppliers, and clinical teams.

About the Directorate/Division/Department

The Pharmacy Department sits within the Division of the Chief Medical Officer and provides comprehensive high-quality care to Austin Health patients and supports other members of the healthcare team in all aspects of medicines management. The department consists of a skilled team of pharmacists, technicians and support staff working across all three campuses of Austin Health to ensure patients receive excellent care

Position responsibilities

Work with the Lead Pharmacy Procurement Officer to deliver the following:

Medication Procurement & Supply Chain

- Coordinate the ordering of pharmaceuticals, vaccines, intravenous fluids, and pharmacy consumables.
- Monitor stock levels and usage trends to prevent shortages and minimise wastage.
- Liaise with suppliers, wholesalers, and manufacturers to resolve supply issues, backorders, and product recalls.
- Source alternative products during shortages.
- Ensure compliance with state tender contracts, standing offers, and approved supplier lists.

Inventory & Systems Management

- Undertake duties within the pharmacy store as required to support stock management
- Participate in imprest top ups across wards and departments
- Maintain accurate inventory records using the hospital's pharmacy operating system
- Assist the Store Manager to perform regular stocktakes and cycle counts
- Monitor expiry dates and implement strategies to reduce expired stock.

Financial & Contract Management

- Process purchase orders, invoices, credits and returns
- Track expenditure against pharmacy budgets and provide reports as required.
- Assist with contract compliance monitoring and reporting for state-wide pharmaceutical contracts.

Quality, Safety & Governance

- Ensure procurement activities comply with relevant legislation and policies.
- Participate in medication safety initiatives, product recalls, and incident reporting.
- Maintain documentation and audit trails for all procurement activities.
- Contribute to accreditation requirements.
- Attend meetings relevant to role

Communication & Collaboration

- Work closely with pharmacists, technicians, support staff, wards, and supply departments to support clinical service needs.
- Provide timely updates on stock availability, shortages, and substitutions.
- Promote the pharmacy team by building effective workplace relationships
- Build strong relationships with suppliers and external stakeholders.

Sustainability

- Support implementation of service optimisation initiatives
- Cover for the Pharmacy Procurement Manager as required
- Perform other duties as delegated by the Pharmacy Procurement Manager and/or the Pharmacy Executive team
- Assist with orientation and training of new staff
- Contribute to weekend and public holiday roster as required.



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Selection criteria

Essential skills and experience:

- Experience in pharmacy procurement, supply chain, pharmacy support, or hospital logistics.
- Strong understanding of pharmaceutical products and hospital medication workflows.
- Proficiency with inventory management systems and Microsoft Office.
- Excellent communication, negotiation, and organisational skills.
- Ability to work independently and manage competing priorities.
- Demonstrated commitment to patient safety and excellence
- Capacity to perform under pressure, to meet time constraints and determine work priorities.

Desirable but not essential:

- Experience in an Australian public hospital pharmacy within procurement or as a pharmacy technician.
- Knowledge of state health procurement frameworks (e.g., Health Share Victoria)
- Familiarity with TGA regulations and medication safety principles.

Professional qualifications and registration requirements

- Tertiary qualification is desirable
OR
- Certificate III or IV in Hospital/Health Services Pharmacy Support (or equivalent).

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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