

Position description

Senior Storekeeper

Summary information

Section	Procurement and Governance	Directorate	Corporate Services
Position grade	Grade 9	Position type	Permanent, full-time
Skill descriptor	Band 2 Level 2	Direct reports	Yes
Reports to	Chief Storekeeper	Release limit	\$0
Approval limit	\$50,000	BCC number(s)	BCC699
Created/reviewed	March 2019		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- This role is primarily responsible to carry out given tasks in an efficient and satisfactory manner
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- The preferred qualifications for this position are a TAFE Certificate of Trade or equivalent
- A minimum of four (4) years relevant work experience

- Class “C” Drivers Licence.

Desirable

- Holder of a current forklift ticket
- Computer literate in basic Office applications and the ability to quickly learn corporate applications
- Demonstrated commitment to customer service
- Ability to work within a team environment.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent’s authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Completed work in an efficient and effective manner
- Perform duties in a safe manner without injury to personnel or equipment
- Duties carried out with courteousness to other members of staff
- Demonstrate appropriate knowledge of, and commitment to, Equal Employment Opportunity principals and anti-discrimination law in the workplace
- Ensure all purchases are made in accordance with Council’s WHS and procurement procedures
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council’s WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with ‘Chain of Responsibility’ requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children’s Guardian, you will be required to maintain a current and valid

Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.

- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Negotiate prices/quotations of goods and services with supplies with use of contracts (State, Federal and Western Sydney Regional Organisation of Councils (WSROC) and known sources of supply.
- Raise purchase orders for the procurement of stores and materials thus ensuring that stock holdings are kept above the approved minimum stock requirements.
- Supervise the receipt, safekeeping and issues of Council's stores and materials.
- Establish procedures and methods to protect materials against deterioration.
- Control and supervise the hire store inventory.
- Supervision of staff within the section.
- Maintain data base information by ensuring that all purchasing information is accurately recorded.
- Assist when needed, the Data Input Storekeeper and the Store Purchasing Officer.
- Monitor various clerical procedures and store documentation by ensuring that accurate details are recorded.
- Carry out percentage checks of stock holdings to ensure accuracy of computer records and serviceability of stock held.
- Interpret stores related policy matters and advise staff of correct procedures.
- Ensure that security in the store is maintained at a high level.
- Monitor safety procedures within the store area.
- Assist in servicing employees at the counter when the demand is high.
- Liaise with company representatives.
- Investigate any anomalies found with stock holdings or records.
- Supervise refueling of Council vehicles.
- Evaluate the performance of materials to determine suitability to Council.
- Place competing work tasks in order of priority.

- Carry out, as directed by authorised staff, such duties as are within the limits of the employees' skills, competence and training.
- Timely response to orders.
- Maintain all Council fuel above minimum required stock levels.
- Monitor pricing levels of current contracts.
- Conduct daily fuel reconciliation and full monthly reconciliation.
- Volunteer management duties if applicable.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date