

## POSITION DESCRIPTION

<b>Position Title:</b>	Stores Officer	<b>Position Code:</b>	6-SO
<b>Division:</b>	Infrastructure	<b>Grade:</b>	C
<b>Location:</b>	Wellington	<b>Hours/Week:</b>	38-9 day fortnight
<b>Reports To:</b>	Senior Stores Officer - Wellington		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Stores Officer provides effective services to all Store and Depot users by acquiring inventory items for the Store and or services for the maintenance of the Depot. This includes storing and moving of goods either through direct ordering or through holdings of inventory and the engagement of contractors for external hire and to undertake maintenance work at the Depot.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Maintain Inventory facilities	<ul style="list-style-type: none"> <li>• Raise orders and receive goods held in inventory in correct location</li> <li>• Obtain and record quotations relating to purchases</li> <li>• Issue inventory items accurately and promptly</li> <li>• Ensure issues are accurate including staff and cost numbers</li> <li>• Check goods received are undamaged and match delivery docket</li> <li>• Goods received accurately on system are stored in correct location</li> <li>• Continuously checking shelf stock against computer reporting and action discrepancies</li> <li>• Assist with Bi-Annual stocktakes</li> <li>• Perform weekly fuel dips</li> <li>• Maintain MSDS register and undertake work in accordance with WHS requirements</li> <li>• Undertake warehousing activities including continuous review to ensure adequate levels, action redundant items and suggest new stock lines.</li> <li>• Undertaking onsite delivery of stores to operational staff.</li> </ul>
Order goods or services on behalf of authorised officers of Council	<ul style="list-style-type: none"> <li>• Processing of purchase orders for non-stock items for all councils authorised purchasers in a timely manner</li> <li>• Obtain and record quotations relating to purchases in accordance with Council's Purchasing and Procurement Policy</li> <li>• Goods receipts recorded on the purchasing system</li> <li>• Undertake other duties as directed by the Store &amp; Depot Coordinator</li> </ul>
Petty cash	<ul style="list-style-type: none"> <li>• Issuing and accounting for petty cash in accordance with Council procedures.</li> </ul>

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Supports the operations of the Central Supply inventory facility	<ul style="list-style-type: none"> <li>• Ordering and receiving all required stores items</li> <li>• Issue inventory items to staff as required</li> <li>• Process returns of stock to the Store</li> <li>• Provide advice on inventory items available to staff</li> <li>• Maintaining appropriate stock levels and stock turnover target</li> <li>• Regularly review slow moving stock and make recommendations</li> </ul>
Provide purchasing services to the organisation	<ul style="list-style-type: none"> <li>• Acquire goods and services on behalf of authorised officers</li> <li>• Engages External Plant Hire as requested and in accordance with the adopted Policy.</li> <li>• Engages external contractors to undertake maintenance work at the Depot</li> </ul>
Provide Depot maintenance support	<ul style="list-style-type: none"> <li>• Undertake routine Depot safety checks and inspections</li> <li>• Undertake basic Depot maintenance tasks</li> <li>• Engage contractors to undertake Depot maintenance tasks</li> <li>• Support Depot users as directed by the Store &amp; Depot Coordinator</li> <li>• Willingness to undertake training and inductions to plant and equipment</li> </ul>

### Inherent Requirements of the Position

- Pre employment Health Check
- Manual Handling ability and experience
- Class C Drivers Licence
- This position is primarily Wellington based, however there will be a requirement on a regular basis to travel to Dubbo to support the Dubbo Store and Depot.
- This position is required to work indoors and outside as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- A part of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.

### Selection Criteria

#### Essential

1. Experience in stores, warehousing or procurement
2. Ability to use computerised purchasing and inventory management software
3. High level Customer Service skills
4. Demonstrated ability to work in a team environment

Desirable

5. Qualification in purchasing or store administration or equivalent or willingness to obtain

6. Workcover Forklift Truck Licence or willingness to obtain

### Organisation Wide Accountabilities

Corporate Values	<p><b>Creating Community for Today and Tomorrow</b></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: