

POSITION DESCRIPTION

Position Title:	Stores & Depot Coordinator	Position Code:	5-SDC
Division:	Infrastructure	Grade:	I
Location:	Dubbo / Wellington	Hours/Week:	35
Reports to:	Manager Fleet & Depot Services		
No. Direct Reports:	2	No. Indirect Reports	2

Primary Purpose of Position

This position is responsible for the coordination of Store and Depot Services, which includes the management of staff and inventory items for the Store and the coordination of maintenance of Council Depots. It also coordinates all matters pertaining to the cost recovery and hire (internal and external hire) of light vehicle, plant and equipment.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Oversees the operations of the Central Supply inventory facility	<ul style="list-style-type: none"> • Manage staff to ensure cost effective and efficient service delivery • Determine inventory items to meet service obligations and manage accordingly • Coordinate the ordering and receiving all required stores items • Establish appropriate stock levels and stock turnover target in accordance with cost effective supply principles • Establish review processes to identify slow moving stock and provide solutions based on considered business analysis • Develop a Stores Marketing Plan and conduct regular meetings with clients to ensure outcomes and expectations are being achieved • Coordinate the external plant hire process in accordance with the adopted Policy. • Establish a list of external contractors to undertake maintenance work at the depots and coordinate an effective system of engagement • Introducing onsite delivery of stores through the creation of a discreet service with operational staff.
Financial Accounting	<ul style="list-style-type: none"> • Develop annual operational budgets for Fleet, Stores, Depots and Emergency Management • Undertake a continuous review process of business improvement opportunities in the Fleet, Stores and Depot functions • Establish financial reports for the tracking of budgets for all function areas • Maintain Financial Database • Ensure full cost recovery for Fleet, Stores and Depot Services.

Key Accountabilities / Duties

Training and Development	<ul style="list-style-type: none"> Identify and coordinate staff training requirement for Stores Officers Record training requirements.
Maintain Financial and Technical Databases	<ul style="list-style-type: none"> Ensure integrity of the Authority Inventory Module Act as module champion for the Authority Plant Module.
Fleet & Depot Services Team Support	<ul style="list-style-type: none"> Participate and contribute to an effective and productive team; Assist in any other matters as requested by the Manager & Depot Services or the Director Infrastructure
Corporate reporting, planning and monitoring	<ul style="list-style-type: none"> Assist the Manager Fleet & Depot Services in providing branch input and implementing the following strategic plans and documents: <ul style="list-style-type: none"> Management Plan; Business Plan; Agreed Brief; and Branch Budget. Provide input into corporate plans, reports, programs and policies as required.

Inherent Requirements of the Position

- A majority 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.
- The wearing of the local government uniform is optional for this position;
- Class C Drivers Licence;
- This position is provided with a DRC mobile phone. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

- Degree in Financial Accounting or related discipline.
- Strong business analysis skills.
- Demonstrated practical application in applying business analysis outcomes to operational improvements.
- Experience in administering computer software systems.
- Knowledge of the supply and or motor industry.

Desirable

- Local Government supply management and or fleet management experience.
- Experience with a technical and or financial databases.
- Leadership qualities and or staff management experience.

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
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"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • 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
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"> • Council's adopted Code of Conduct. • 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.

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: