



INFORMATION PACKAGE

POSITION VACANT

PURCHASING AND STORES SUPERVISOR

REF NO: ESC 471

CLOSING DATE: 4.30PM MONDAY 2 AUGUST 2021

CONTENTS

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Karen Ison on (02) 4474 7305



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

Position Description

Purchasing and Stores Supervisor


Position Code	215
Division	Governance and Administrative Services
Location	Moruya Depot
Band/Level	Administrative / Technical / Trades Band 2 Level 2 to Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Responsible for complex support to Council's procurement and storekeeping activities.

Main duties and key result areas (KRA)

1. Establish procedures and provide advice to other staff in the organisation on procurement issues.
KRA: Advice is timely, accurate and consistent with Councils policy and legislative requirements.
2. Coordinate the operations of the store and of stores personnel.
KRA: Store is coordinated in an efficient and effective manner with a focus on customer satisfaction, efficiency and workplace safety.
3. Provide tendering and contracting support to Council's Infrastructure Services Directorate as an outposted employee to the Moruya Works Depot.
KRA: Provide professional and timely support to tendering activities.
4. Undertake category management and establish bulk supply arrangements for regularly sourced goods or services as determined by Fleet and Procurement Section analysis and planning.
KRA: Wherever possible like items are grouped and sourced achieving benefits of greater economy of scale.
5. In conjunction with the Stores staff determine items to be held in stock and set optimal stock levels.
KRA: Ensure value of stock holdings do not exceed 25% of annual value of stock turnover.
6. Supervise annual stock take and stock checks.
KRA: Minimum of 90% of bins balance.
7. Provide support to Managers, Coordinators, and specialist staff in respect of product information, pricing and availability of item/s.
KRA: Information provided by firms' representatives is relevant and passed on to appropriate Managers, Coordinators, and specialist staff within agreed timeframes.
8. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA : WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

Qualifications/Experience (Selection Criteria)

Essential

1. Demonstrated experience in complex procurement including tendering.
2. Knowledge of inventory management.
3. Demonstrated sound oral and written communication skills.
4. Sound computer skills.
5. Demonstrated ability to lead a small team to achieve work goals.
6. Knowledge of procurement policy, procedures and best practice applicable to a government setting.
7. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and EEO and Diversity related policy and practices.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Procurement and Fleet Coordinator
DATE: July 2021

CONDITIONS OF EMPLOYMENT

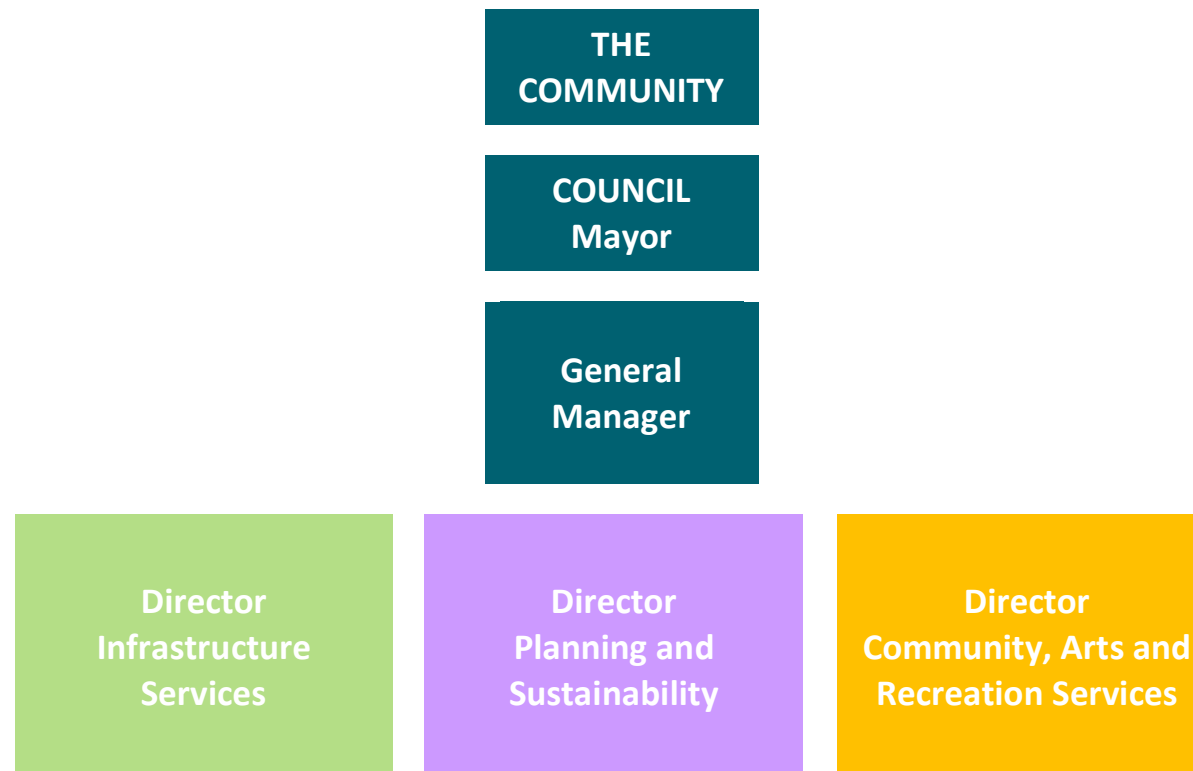
Position Title:	Purchasing and Stores Supervisor
Reference Number:	ESC471
Grading:	Grade 13 of Council's salary system
Salary Range:	<p>In the range of \$3,033.78 to \$3,223.74 gross per fortnight comprised of:</p> <p>* \$2,757.98 to \$2,930.67 base salary,</p> <p>* \$275.80 to \$293.07 superannuation (calculated at 10%)</p>
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm</p> <p>Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from the Moruya Depot and may be required to work at various locations across the Shire.

CONDITIONS OF EMPLOYMENT (CONTINUED)

Leave Entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.
	3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

