



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	Administration Support Officer (ASO), Stores
<b>Reference Number</b>	RPPD113
<b>Department</b>	Finance and Administration
<b>Position Reports To</b>	Purchasing/Stores Coordinator
<b>Positions Reporting To This Role</b>	
<b>Work Location And Travel</b>	<p>This position is located at <b>Ravenhall Correctional Centre</b> at 97 Riding Boundary Rd, Ravenhall, VIC 3023.</p> <p>Interstate travel may be required.</p>
<b>Operating Environment</b>	<p><b>Ravenhall</b> is a Victoria's largest prison for adult sentenced and unsentenced males. Its contemporary campus-style design provides a safe and humane environment that enables and nurtures GEOs Continuum of Care operating philosophy.</p> <p>Ravenhall also has a dedicated Forensic Mental Health Unit, a specialised Closed Supervision Unit for prisoners with significant challenging behaviours, and a small Mission Based Unit for prisoners who have never been in custody before. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>With key focus on young adult's offenders, Aboriginal and those with complex and mental health needs, prisoners at Ravenhall have significant opportunities to engage in work, education, programs and services, through an evidence based approach to reduce re-offending.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced through collaborative and integrated relationships with key Alliance service partners including Forensicare, Correct Care Australia, YMCA, Honeywell and Bendigo Kangan Institute of Tafe.</p>

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## Position Summary

The ASO, Stores will undertake a range of administrative duties and provide assistance within the Stores facility.

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## Key Accountabilities

- Create purchase orders using an electronic system, placing purchase orders with suppliers, receipt of goods from outside suppliers and receipting into the electronic system.
  - Monitor stock allocation to areas and keep inventory level updated in the electronic system.
  - Assist in reconciling delivery dockets/invoices against purchase orders and passes.
  - Assist in Stocktake process.
  - Maintain associated records in the stores area.
  - You may be required to attend to other duties as directed by the Finance and Administration Manager.
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## Key Selection Criteria:

### Essential:

- Demonstrated understanding of office procedures and experience with a variety of computer applications, including spreadsheets word processing and keyboard skills.
- Good, interpersonal skills, presentation, and a flexible approach to work.
- Proven written and oral communication skills.
- Ability to perform switchboard operator and reception duties.

### Desirable:

- Certificate III Business Administration.
  - Valid and current forklift licence.
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## Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
  - Valid and current full Australian driver's licence.
  - Satisfactory completion of a National Criminal History Check.
  - Ability to obtain and maintain a security clearance.
  - Work outside of ordinary business hours may be required on occasion.
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### Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐