

# ROLE DESCRIPTION

## Senior Stores Processing Officer

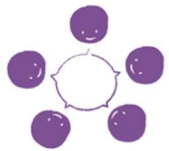


Directorate	Chief Operating Office
Department	Shared Services
Reporting to	Coordinator Business Administration
Position Number	2972
Band	Band 2, Level 1
Grade	9
Date of Review	December 23

### Council Overview

At Lismore City Council, we are driven by our passion for creating a better future where we live, work and play. We believe in working as one yet staying true to ourselves. Help make a positive impact on our community while enjoying a rewarding career of opportunities. Lismore City Council, where it's possible to love what you do.

### Our Values



Communicate



Passionate



Respect



Strive

### Primary purpose of the role

The Senior Stores Processing Officer is a pivotal role within the Chief Operating Office's Shared Services department at Lismore City Council. The primary purpose of this position is to oversee and manage the efficient processing of goods and supplies, ensuring seamless operations within the Council's stores function. The incumbent will play a crucial role in maintaining optimal inventory levels, streamlining procurement processes, and contributing to the overall effectiveness of the Chief Operating Office.

The Senior Stores Processing Officer will be responsible for coordinating and executing various tasks related to stock control, procurement, and distribution. They will work collaboratively with internal stakeholders, suppliers, and other relevant parties to ensure the timely and cost-effective delivery of goods and services. This role requires a meticulous and detail-oriented individual with a strong understanding of inventory management, procurement procedures, and compliance standards.

## Key Accountabilities

- Manage and maintain accurate records of inventory levels, ensuring alignment with organisational needs.
- Coordinate the procurement process for goods and services, including vendor communication, quotation requests, and purchase order generation.
- Oversee the efficient receipt, inspection, and storage of incoming goods, adhering to quality and safety standards.
- Collaborate with internal departments to identify and forecast future demand for supplies and materials.
- Implement and enhance inventory control procedures to minimise discrepancies and losses.
- Generate and analyse reports on stock levels, consumption patterns, and procurement performance.
- Liaise with suppliers to negotiate terms, prices, and delivery schedules, seeking opportunities for cost savings.
- Lead a team of stores processing staff, providing guidance, training, and performance feedback.
- Implement and enforce workplace health and safety practices within the stores environment.
- Continuously review and improve stores processing workflows to enhance efficiency and reduce lead times.

## Key Challenges

- Balancing the need for cost-effective procurement with the requirement for high-quality goods and services.
- Managing and adapting to fluctuations in demand for supplies across different Council departments.
- Addressing and resolving discrepancies in inventory records and maintaining accurate stock levels.
- Ensuring compliance with procurement policies, regulations, and ethical standards.
- Implementing technology solutions to enhance the efficiency of stores processing operations.

## Qualification Requirements

- Proven experience in stores processing, procurement, or inventory management.
- Handling of Chemical properties.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent communication and negotiation skills, with the ability to build effective relationships.
- Leadership experience, with the ability to motivate and guide a team.

- Knowledge of relevant procurement regulations and best practices.
- Certificate III in Transport Distribution & Warehouse (or equivalent).
- Forklift High Risk Drivers Licence.

## Organisational Obligations

- Adhere to Council's Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

## Role Dimensions

### Technology

Laptop, Dual Monitor, Headset, Mobile Phone

### Immunisation Requirements

## Key Relationships

Who	Why
<b>Internal</b>	
Supervisor	<ul style="list-style-type: none"> <li>✓ Escalate issues, keep informed, receive guidance and instructions and contribute to decision making.</li> <li>✓ Participate in meetings and discussions to share information, provide advice, input and feedback.</li> <li>✓ Identify sensitive issues, risk &amp; opportunities and recommend potential solutions.</li> <li>✓ Provide regular updates on key projects/programs and priorities.</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>✓ Inspire, guide, support, motivate, coach, mentor, develop and manage performance.</li> <li>✓ Review work and proposals to ensure integrity and accountability of decision making.</li> <li>✓ Provide own perspective and share information.</li> <li>✓ Demonstrate the importance of and work collaboratively with to achieve outcomes.</li> </ul>
Shared Services	<ul style="list-style-type: none"> <li>✓ Support team members and work collaboratively to contribute to achieving business outcomes.</li> <li>✓ Participate in discussions and decisions regarding resolution of issues and implementation of innovation and best practice.</li> <li>✓ Represent work group perspective and share information.</li> <li>✓ Review work and proposals of team members.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>✓ Promote departmental services to improve confidence and trust across the organisation.</li> </ul>
<b>External</b>	
Customers / Community members	<ul style="list-style-type: none"> <li>✓ Build relationships with community members and other stakeholders to drive collaboration and positive outcomes.</li> <li>✓ Enhance the provision of solutions in a timely manner.</li> <li>✓ Provide information and resolve technical and complex enquiries and delivery of services.</li> </ul>
Key external stakeholders including Government agencies, local councils and other industry bodies	<ul style="list-style-type: none"> <li>✓ Develop and maintain strong effective working relationships and open channels of communication to support the coordination, planning and delivery of projects.</li> <li>✓ Research information and ensure actions and processes do not conflict with other organisations and/or agencies legislative responsibilities and operations policies as well as remove duplication and mitigate risk.</li> </ul>