



ROLE DESCRIPTION

Overseer Stores

Directorate	Organisational Services
Unit	Fleet & Procurement
Reporting to	Coordinator Fleet & Procurement
Position Number	101640
Band	2/2
Grade	10
Date of Review	September 23

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide a high level of service and support for Council's stores function in line with Council's operational and delivery plans, community expectation and legal requirements.

Key Accountabilities

- Lead the team to deliver daily stores functions in an effective and efficient manner across both Casino and Evans Head depot, including issue orders for materials/plant services and purchases, process receipts, update inventories and process invoices etc., store goods, distribute goods, return damaged goods, chase-up undelivered goods and maintain appropriate stock levels.
- Ensure the delivery of reporting processes and accurate maintenance of data computer reporting systems in accordance with council procedure including fuel issues and receipts, employee personal and safety equipment issues, tools in field records, material safety data sheet records and preferred supplier database.
- Maintain the store and depot areas in a neat, safe and tidy manner, ensuring correct, safe storage of goods according to specifications and standards.
- Lead continuous improvement initiatives and developing policy and procedures to ensure efficient, effective and safe delivery of objectives.
- Contribute to a positive safety culture within the organisation through completion of required documentation, reporting incidents/hazards/near misses and contributing to team discussions.

Key Challenges

- Facilitating the engagement and requests from a range of stakeholders and managing their expectations
- Managing the appropriate allocation of resources in a cost saving environment
- Adapting to a changing environment, knowledge sharing with the team to ensure correct advice is given to customers and seeking advice when needed

Qualification Requirements

Essential

- Certificate III Warehousing and Logistics or equivalent AND 3 years experience in a related environment
- Construction Induction Certificate (WHS White Card)
- Class C Driver Licence
- SafeWork approved High Risk Licence for LF - Forklift

Desirable

- Nationally accredited certificate or proven competency for LL – Front End Loader

Organisational Obligations

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

Key Relationships

Who	Why
Internal	
Coordinator Fleet & Procurement	✓ Receive advice and report progress towards business objectives and discuss future directions
Stores Team	✓ Lead the team to ensure priority work and organisational obligations and timeframes are met ✓ Lead team discussions and knowledge sharing across the team
Council Staff	✓ Provide advice and support on stores related enquiries ✓ Manage expectations, communicate needs and resolve issues
External	
Suppliers/Vendors	✓ Manage expectations, communicate needs and resolve issues ✓ Communicate effectively to ensure safe operations and efficient outcomes
Contractors	✓ Manage expectations, communicate needs and resolve issues

Role Dimensions

Decision Making

The position is accountable for decisions on a day to day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and applying skills and knowledge to improving methods and techniques.

Direct Reports

1-5 Direct Reports

Financial Delegation

\$20,000

Leaseback Motor Vehicle

None

Technology

Mobile Phone, Dual Monitors, Headset

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements

None

On-Call





None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Draws on numerous sources of information, including past experience, when facing new problems Demonstrates an understanding of how individual issues relate to larger systems Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports Uses rigorous logic and a variety of problem solving methods to develop workable solutions Anticipates, identifies and addresses risks and issues with practical solutions Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none"> Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers Delivers open, transparent, competitive and effective procurement processes Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met Takes appropriate actions to manage and mitigate procurement and contract management risks

Acknowledgement

Overseer Stores

Employee Name: _____ Date: ____/____/____

Signature: _____

Director Organisational Services

Employee Name: _____ Date: ____/____/____

Signature: _____