

POSITION DESCRIPTION

Position Title:	Supply Officer
Business Unit/Department:	Contracts Management
Division:	Procurement Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	GK6 - Storeperson Advance
Reports To:	Supply Team Leader and Manager, Supply Services
Direct Reports:	Nil
Date Prepared/Updated:	22 July 2024

Position Purpose
This position is responsible for delivering a service that is consistent, reliable and of the highest quality across Western Health which includes but is not limited to; • Stock management, supply, and distribution. • Supply and coordination of IMPREST and Non-IMPREST stock items • Coordinating, marshalling, and maintaining the receiving dock • Supporting courier and fleet services • Supporting mail services
Business Unit Overview
The Procurement Services Unit works towards ensuring effective and efficient Contract Management & Procurement Services. The unit provides Western Health a command point to assist in achieving consistent, transparent, and accountable procurement outcomes and ongoing contract administration. The introduction of a best practice inventory management services, furthers the unit's commitment to contracting suitable systems, ensuring compliance with agreed procedures and ongoing management of major contractual responsibilities. Essentially the inventory management services is to arrange, manage and coordinate the functions of goods being delivered from the Suppliers to Western Health's cost centres.
Key Responsibilities
• To work in conjunction with NUM in establishing imprest systems • To manage and provide itemised costed list of imprest items. • To manage the review of imprest levels based on an analysis of past usage by department. • Attend site visits to set up imprest wards. • Manage imprest inventory management. • To assist of any operational issues relating to scanning • To provide training assistance relating to scanner if required

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- Support the Manager - Supply Services, and Supply Team Leader as directed in all matters relating to the Inventory Management Services.
- Ensure deliveries to Western Health are organised and coordinated to ensure maximum efficiency, especially during periods of peak demand.
- Schedule inbound and outbound deliveries to comply with loading dock operations and capacities.
- Provide directional assistance to suppliers as required.
- Collect information and data assessing the impact of inbound and outbound deliveries to better coordinate and schedule Loading Dock services.
- Support the potential establishment of an online scheduling system.
- Support high standards of cleanliness and hygiene within the loading dock and storage areas, including the appropriate handling of broken / open items to ensure contents are clean and in good condition.
- Management of surplus equipment regularly stored in the basement and ensure the appropriate disposal of these items as required.
- Assist in maintaining the security and safety of the loading dock and all storerooms.
- Assist in training new stores staff as required.
- Play an active role in supporting WH sustainability practices and proactively and appropriately discard recycle and waste material.
- Apply conflict resolution skills when dealing with problems involving all levels of staff and external stakeholders.
- Contribute effectively as a participative team member within a multidisciplinary team environment and promote effective communication with both internal and external stakeholders.
- Provide written reports relevant to role outlining activities to your immediate supervisor / manager for stakeholders.
- Work within and towards the department objectives.
- Perform any other duties as directed.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Procurement Services
- Western Health Staff
- Clinical and non- clinical staff
- Department heads
- Other internal stakeholders as required.

External:

- HSV (Health Share Victoria) Supply and Logistics
- Goods and Service Providers
- Pick-up and Delivery drivers
- Couriers
- Other external stakeholders as required

Selection Criteria

Essential

- Effective communication and negotiation skills
- Demonstrated planning, organisation, and analytical abilities.
- Experience in Imprest Management, Inventory management and Supply Services
- Exceptional Customer Service
- Attention to detail.
- Ability to identify issues or problems and suggest positive solutions.
- Ability to consult and collaborate with others and work as an effective member of a team.
- Proficient computer skills (word, excel, outlook)
- Ability to build relationships easily.
- Excellent interpersonal skills

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- Sound conflict resolution skills
- Victorian Driver's License

Desirable

- Demonstrated experience in a healthcare environment.
- Certification, Diploma or Tertiary Education in Warehousing / Order picking / Logistics (or similar)
- Previous experience in supervising staff
- Forklift license

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose, or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke-free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: _____

[Click here to enter a date.](#)

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