

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Supply Officer - Warehouse
Position Number:	Generic
Classification:	General Stream Band 2
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Finance and Business Support - Statewide Supply
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Warehouse and Distribution Manager
Effective Date:	September 2015
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Current Driver's Licence Forklift Licence Medium Rigid Truck Licence Knowledge of medical and general products utilised by a large health service organisation Relevant qualifications in warehousing and distribution

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Within established policies and guidelines, contribute to the effective and efficient operation of a large warehouse facility, including the purchase, receipt, issue, delivery and storage of goods.

Provide a customer support service to inform clients of cost effective purchasing and storage of goods.

Duties:

1. Process requisitions, imprest lists and barcoded files to produce picking slips.
2. Pick and pack orders and dispatch goods in order of priority and liaise with clients as required.
3. Re-stock pick and bin locations and storage areas, always ensuring correct storage and stock rotation.
4. Review imprested and barcoded areas to ensure stock levels and ordered quantities are maintained at an economic and manageable level.
5. Provide information and assistance to managers and staff of clinical and other service units to support the ordering and storage processes of goods.
6. Directly assist clients by providing basic product and service delivery information and support as required.
7. Undertake purchasing duties and liaise with suppliers to obtain product information and costs as required.
8. Support clients during the process of selecting, purchasing and delivery of goods and services.
9. Provide regular computerised reports to the Warehouse and Distribution Manager and/or Supply Manager relating to stock management and other warehouse activities as required.
10. Undertake duties associated with inwards goods receipt when required including the operation of a forklift as and when required.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Supply Officer - Warehouse reports directly to the Warehouse and Distribution Manager and receives supervision regarding the security of goods, the accuracy of stock and records whilst ensuring discrepancy rates are maintained within audit limits.

- The occupant is responsible for developing and maintaining an effective liaison role with a wide range of internal and external clients.
- Within established guidelines and instructions, the Supply Officer - Warehouse is expected to exercise initiative in resolving day to day problems and completing allocated tasks.
- Exercise reasonable care in the performance of duties consistent with Work Health and Safety and relevant policies and procedures applicable to the provision of a warehousing service.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience in warehousing and distribution.
2. Demonstrated knowledge and experience in working in a large warehouse facility, including knowledge and understanding of purchasing procedures and procurement principles and practices.
3. Demonstrated knowledge and understanding of computerised warehousing systems and contemporary office management software including email and databases.
4. Demonstrated effective time management, communication and interpersonal skills including the ability to readily establish and maintain rapport with clients, team members and members of the public.
5. Good knowledge and understanding of Work Health and Safety and Diversity, including their practical application in a large warehouse environment providing services across a hospital and community setting.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).