



## ROLE DESCRIPTION

<b>Role Title:</b>	Inventory Coordinator
<b>Classification Code:</b>	OPS2
<b>LHN/ HN/ SAAS/ DHA:</b>	Department for Health & Ageing
<b>Division:</b>	Finance and Business Services
<b>Department/Section / Unit/ Ward:</b>	Procurement & Supply Chain Management
<b>Role reports to:</b>	Distribution Services Officer
<b>Role Created/ Reviewed Date:</b>	September 2014

## ROLE CONTEXT

### Primary Objective(s) of role:

The Inventory Coordinator for Health Service Support is responsible for contributing to the management of an Inventory control service within a Health site. This will involve assisting with the review of stock levels, product allocation and the layout of the store in conjunction with the SA Health Distribution Centre.

The key objectives for this role are:

- > Contributing to the effective management of inventory across SA Health.
- > Assist with the management of inventory within a Health site.
- > Achieving stock accuracy and productivity.
- > Complying with industry and regulatory inventory management standards and practices.
- > Contributing to the continuous improvement of inventory control procedures and practices.

### Key Relationships/ Interactions:

#### Internal

The role frequently communicates with a broad range of staff regarding inventory management. This includes Procurement and Supply Chain Management, Finance and Health Unit staff.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > To keep pace with a broad and complex range of inventory from medical consumables to administrative items in a changing environment of new computer systems and business processes.

**Delegations:**

> N/A

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

**Special Conditions:**

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > The incumbent will be required to work out-of-hours during key periods such as end of financial year processes and stocktake.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Undertake inventory control whilst supporting the DSO in the daily running of the store.	<ul style="list-style-type: none"> <li>&gt; Performing daily visual checks of stock locations and identifying nil stocks</li> <li>&gt; Reconcile with system to establish if items are nil stock</li> <li>&gt; Advising Inventory management reorder team of nil stocks to order or follow up outstanding orders for the product</li> <li>&gt; Performing appropriate system reconciliation to correct any anomalies</li> <li>&gt; Performing daily cyclic counts on warehoused inventory items as requested by the Distribution Centre.</li> <li>&gt; Investigate stocktake discrepancies using system generated reports.</li> <li>&gt; Report on any changes required in activities that affect the receipt, warehousing and distribution of goods throughout the hospital.</li> <li>&gt; Producing appropriate system reports to achieve these outcomes.</li> <li>&gt; Liaise with HDC staff(Camden Park) as necessary</li> <li>&gt; Follow up on imprest nil stock non stock lines to establish if product is on order and liaise with purchasing team to follow up orders</li> <li>&gt; Advise DSO of any non-stock imprest nil stock lines so that officer can liaise with imprest owner</li> <li>&gt; Prepare a Return Material Advice forms for stock to be returned to the HDC</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications:

- > Nil

#### Personal Abilities/Aptitudes/Skills:

- > Ability to plan for and effectively utilise space and time to assist with inventory flow and Storage in a warehouse environment.
- > Ability to operate computerised inventory control and warehouse records systems.
- > Demonstrated ability to set priorities, meet critical deadlines and undertake work in a highly organised manner.
- > Proven ability to communicate effectively with a diverse range of people, both verbally and in writing.
- > Proven inter-personal skills that foster the trust and cooperation of team members and stakeholders.
- > Demonstrated ability to take initiative and perform tasks with limited supervision.
- > Ability to work within the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

#### Experience:

- > Demonstrated experience in working with warehouse management and inventory control systems.
- > Demonstrated experience in high volume warehouse operations and processes, with a particular focus on inventory management.

**Knowledge:**

- > Working knowledge of the principles of inventory management and stock control.
- > Working knowledge of the legislation, regulations, accreditation and standards related to inventory management.

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications:**

- > Nil

**Personal Abilities/Aptitudes/Skills:**

- > Nil

**Experience:**

- > Experience in working within a warehouse environment.

**Knowledge:**

- > Knowledge of health sector services and activities.
- > Knowledge of the OHS&W legislative regulations for the storage and handling of dangerous goods.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Department for Health and Ageing:

The Department for Health and Ageing assists the Minister for Health and Ageing and Minister for Mental Health and Substance Abuse to set the policy framework and strategic directions for SA Health. The Department supports the delivery of public health services, formulates health policy, facilitates public and consumer consultation on health issues, and monitors the performance of South Australia's health system by providing timely advice, research and administrative support.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**