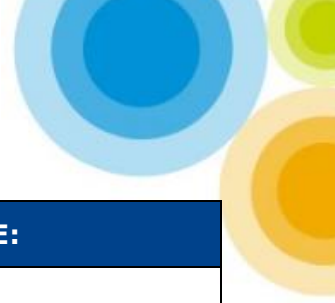


MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Senior Stores Coordinator



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Stores Lead	This role has no direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
The role of Senior Stores Coordinator exists to ensure the efficient running of their stores and equipment. The role will also help identify and implement strategic initiatives to stores and equipment processes, fostering a culture of continuous improvement, assisting in managing stakeholder relationships, and delivering solutions that contribute to the overall success of Melbourne Water.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none">• Help to develop and implement Stores and Equipment standards, strategy and guidelines focusing on continuous improvement• Deliver strong customer focused outcomes and build key relationships with internal and external stakeholders to deliver effective services• Delivery of improvement projects from inception to full implementation• Understanding of the Purchasing Policy and procedure to ensure compliance• Identification of potential suppliers, new products/services, and innovative solutions, aiming to achieve practical solutions and improvements• Correct capture in our maintenance management system (Maximo) of all assets and inventory items• Identification, monitoring, storage and efficient re-order of operational and maintenance spare parts, consumables, chemicals and oils• Safe and compliant transport and storage of chemicals, dangerous substances and general materials• Management of stock-takes activities and actions along with other audit and compliance activities• Efficient utilisation of space and mechanical handling equipment to, ensure quality, budgetary targets, and environmental objectives are met.• Develop and manage scheduled and breakdown maintenance requirements for all plant, tools and equipment, coordinating with the maintenance service providers and internal delivery teams• Trial and implements continuous improvement ideas, measuring their effectiveness and making necessary adjustments in collaboration with the stores team.• Ensure all equipment maintenance records are tracked and managed• Support, develop and implement the site based waste management strategies• Manage capital renewal spending• Regularly assess assets to determine when replacements or upgrades are necessary• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.	

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Senior Stores Coordinator

KEY RESPONSIBILITIES	KPIs
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> Demonstrate support of Melbourne Water’s safety and wellbeing beliefs. Promote and support the safety culture and Zero Harm philosophy of the Company Assist with implementation and ongoing improvement of the Integrated Management System (IMS) Ensure all identified equipment is safe to use and operate Ensure all work areas are safe and clean 	<ul style="list-style-type: none"> Demonstrated safety & wellbeing leadership as agreed in performance plan Hazards are reported and action plans developed Successfully manages audit non-conformances and improvement opportunities Reported equipment that is due for service & maintenance and inspection activity completed within due date
<p>Data Capture</p> <ul style="list-style-type: none"> Ensure data capture and management is of a high quality with a focus on minimal rework All procurement is executed in line with Melbourne Water procurement policies and procedures Cataloguing conventions and Stores inventory and locations are managed efficiently, effectively and safely. 	<ul style="list-style-type: none"> Inventory and Asset integrity 100% Adherence to procurement policies
<p>Financial Management</p> <ul style="list-style-type: none"> Implementation and ongoing improvement of the group’s cost control framework. Implementation and reporting of the group’s performance framework – focus on high quality data capture, validation and reporting 	<ul style="list-style-type: none"> Cost control plan audited and non-conformances and improvement opportunities managed
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> Demonstrate support of Melbourne Water’s safety and wellbeing beliefs. Promote and support the safety culture and Zero Harm philosophy of the Company Assist with implementation and ongoing improvement of the Integrated Management System (IMS) Ensure all identified equipment is safe to use and operate Ensure all work areas are safe and clean 	<ul style="list-style-type: none"> Demonstrated safety & wellbeing leadership as agreed in performance plan Hazards are reported and action plans developed Successfully manages audit non-conformances and improvement opportunities Reported equipment that is due for service & maintenance and inspection activity completed within due date

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:
<ul style="list-style-type: none"> Sound interpersonal skills and an ability to communicate clearly and effectively with a wide range of people within Melbourne Water Demonstrated ability to work and contribute in a team environment to improve processes, respond to various demands and manage multiple activities simultaneously Understand and comply with procurement policies, guidelines and internal control procedures Relevant procurement experience and developed negotiation skills Ability to be pro-active and work independently or in a team High level of attention to detail

Job level: EA 5
 Assessed by: People Hub
 Date Assessed: May 2015
 Last reviewed date: June 2024

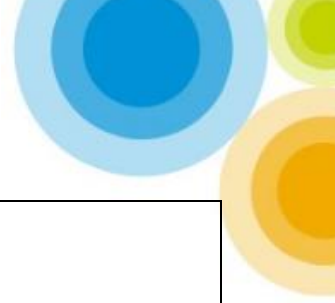
HR TEM Position Description
 Doc ID: 67591670
 Approved March 2024
 Version 1



MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Senior Stores Coordinator



- Strong communication and conflict management skills
- Chemicals management and handling experience beneficial
- Demonstrated experience in a similar role
- Intermediate level in MS Office skills (Word, Excel, Outlook)
- Demonstrated experience in the use of maintenance and stores management information systems (e.g. Maximo)

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- The Senior Stores Coordinator is required to communicate with a broad range of internal teams. Communication with internal stakeholders includes provision of advice on stores management, procedures and policy.

External

- The Senior Stores Coordinator will be required to communicate with many external stakeholders including vendors, sub-contractors, and audit consultants.

SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- Criminal Records Check
- Medical Assessment
- Victorian Driver's License
- Travel to any satellite stores as required
- Forklift License (mandatory)

Location: Brooklyn