

POSITION DESCRIPTION

Position Title:	Stores Person
Position Number/s:	CCB-112
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 3
Directorate:	Corporate and Community Building

POSITION OBJECTIVE

The focus of this position is to provide support to the inventory function of Council in terms of store operations. This includes undertaking tasks relating to inventory and stores, receiving, and dispatching of goods into and from stores, processing of internal requests and stock control processes including handling, storage, stocktakes, delivery and documentation activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Procurement Team Leader
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Ensure the efficient and effective delivery of the warehousing and distribution function within Council.
2. Undertake daily operational tasks associated with Council's stores to ensure exceptional service to internal customers. The duties include:
 - Issue and record inventory items within Council's ERP system.
 - Assist in determining stock items and their levels and reorder when needed.
 - Receive, inspect, unload and shelf supplies.
 - Receipt and record inventory purchased.
 - Ensure supplies are arranged in category on the shelves.
 - Periodically cross check physical stock to reconcile with inventory in One Council system.
 - Undertake pick-ups and deliveries when required.
 - Maintain positive relationships with both internal customers and suppliers.
 - Forklift operation.
 - Maintain cleanliness and housekeeping to ensure warehouse and surrounds are kept clean and tidy.
3. Maintain various databases particularly involving inventory management within Council's ERP and other systems
4. Complete various audits and inspections, including stocktakes, to ensure compliance with relevant policy and legislation.
5. Carry out general administration duties to ensure the efficient operation of Council's Procurement Team.

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6. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
7. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Well-developed computer skills including experience in the use of the Microsoft Office suite of applications such as Outlook.
- Well-developed and consistent administrative skills and demonstrated ability to deliver initiatives on time.
- Time management skills with the ability to apply attention to detail.
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Ability to work effectively in a small team, in a professional and positive manner.
- Ability to work with sensitive information and maintain discretion.
- Ability to effectively liaise with internal stakeholders to promote exceptional service.
- Very good verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
- Ability to perform the physical requirements of the role.
- Ability to work autonomously under general supervision.

Desirable:

- Previous experience in a stores or procurement environment.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.
- Possession and maintenance of a LF High Risk Forklift licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

Sufficient physical ability to work in a warehouse setting and operate office equipment; to walk, stand, or sit for prolonged periods of time; to perform light to moderate manual handling tasks such as repeated bending, twisting, lifting, kneeling etc. This position may be required to work weekends and/or overtime as directed.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____