



JOB DESCRIPTION FORM

The Department of Parks and Wildlife has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

1. Position Details

Position Title Storeperson			Position Number DPW3117849
Level/Grade AWU Level 4	Specified Calling Level N/A	Agreement AWU (WA Public Sector) GA 2015	Effective Date 10 January 2017
Division Regional & Fire Management Services		Branch Kimberley	
Section East Kimberley District		Location Kununurra	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7
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Responsible to

Position Title Senior Operations Officer	Level/Grade Level 5
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		



Other offices reporting directly to this office

Position title	Level/Grade
2 x Operations Officer	Level 3
Senior Ranger Mitchell WZ	Grade 3

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Reporting to the Senior Operations Officer:

- Responsible for the coordination, purchase and distribution of stores, equipment and services within the East Kimberley district across the Purnululu, Kununurra, Mitchell River and North Kimberley Marine Park work centres.
- Ensures the prescribed procedures for the management and control of stores, assets and fleet in the district are adhered to.
- Assists with the coordination of delivery, servicing and repair of the district light fleet and field equipment.
- Assists with care taking patrol vessel for North Kimberley Marine Park as required.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Reporting to the Senior Operations Officer:

Stores and Equipment Coordination and Management (45%)

1. Assists with the purchasing of stores and equipment in accordance with departmental requirements; including the purchase and distribution of Personal Protective Equipment, and radio equipment.
2. Determines the appropriate quantities of stores, consumables and equipment required for operational needs, in consultation with the Senior Operations Officer, where appropriate and advises district service leaders on purchases of stores and equipment.
3. Assists or coordinates the ongoing maintenance of the light fleet and equipment based in the Kununurra work centre.
4. Liaises with the district work centres to ensure efficient utilization of stores and a high level of stores organization is maintained.
5. Coordinates and ensures the delivery of goods and stores to the district work centres, and the transfer of stores and equipment between locations, in a timely manner.
6. Sources written and verbal quotations, prepares summaries for approval, matches quotations with invoices as they are received. Approves verbal quotations and incurs invoices as required.
7. Develops and maintains the data base for district equipment and stores activities; including registers of assets such as radio equipment and light fleet, and registers of purchasing activities such as the District Verbal Quotes register.
8. Ensures the prescribed control measures for the security of stores and equipment are implemented and maintained.
9. Assists the Senior Operations Officer in the delivery, servicing and repair and the fitting and transfer of accessories, (including the timely installation and repair of radio equipment) of light fleet vehicles and plant.
10. Ensures the maintenance of bulk fuel supplies at the district work centres

Fire Store Coordination and Management (10%)

11. Assists with the purchase and distribution of fire equipment and specified stocks such as fire retardant and supply of food for fire suppression activities in the district.
12. Ensures the prescribed administration procedures for management of stores and equipment are maintained.
13. In consultation with the District Fire Coordinator, ensures the maintenance of the prescribed level of equipment in the fire store.
14. Acts as Logistics Officer for Level 1 fires and Supply Officer for Level 2 fires. .
15. Coordinates and ensures the repair of fire equipment as required. Coordinates and ensures the distribution of fire equipment between the work centres and other locations as required.

In undertaking this role the following generic duties also apply:

Personnel and Training (5%)

1. Supervises assigned Conservation Employees in the maintenance of stores facilities in the district's work centres.
2. Assesses training needs and supervises, organises and co-ordinates Conservation Employee training related to stores work to achieve and improve their performance. Undertakes development and performance reviews, where required.

Planning, Administration and Quality Control (5%)

3. Undertakes all administrative functions required of the role. Engages in daily operational works planning up to 6 months ahead to meet targets, develops works programs and monitors and reports on resource allocation and production against these programs, as per this specialist role.
4. Takes responsibility for personal outputs and assists others to achieve and improve their output.
5. Canvases feedback on the department's operating procedures from Conservation Employees and contractors supervised. Makes recommendations for continuous improvement.

Client Service (5%)

6. Liaises and engages with public and community members and stakeholders on matters related to stores in a positive and effective manner and presents a competent role model of behavior for Conservation Employees.
7. Negotiates with internal and external customers on acceptable outcomes as required and delivers services to customers within agreed schedules. Resolves difficult or challenging situations relevant to the position's responsibilities in a competent and effective manner.

Ethics and Compliance (5%)

8. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
9. Complies with relevant legislation, regulatory requirements, corporate policy and ethical standards.

Occupational Health and Safety (5%)

10. Responsible for personal and team safety in the carrying out employee responsibilities as defined in the *Occupational Safety and Health Act 1984*.
11. Develops and implements job prescriptions and safe working procedures, including workplace inspections, hazard identification and control and incident investigations.
12. Ensures safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Occupational Safety and Health Act 1984*, public liability, departmental risk factors and relevant Acts and regulations.

Other (20%)

13. Maintains competence in, and participates in emergency management, including rostering for fire suppression duties outside normal hours of work. Undertakes an active role in the carrying out of prescribed burning and fire preparedness work.
14. Participates in development programs to achieve Certificate IV in Government Procurement and Contracting.
15. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
16. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
17. Assists with care taking patrol vessel for North Kimberley Marine Park as required
18. Carries out other duties as directed by the Senior Operations Officer.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria including where possible the desirable criterion. These should be addressed in no more than four pages in total.

1. Experience in negotiating and liaising with external suppliers, contractors and customers for the provision of goods and services.
2. Knowledge and experience in ordering and managing the supply of stores; including experience in seeking and managing quotations, preparation and payment of invoices, and the management of consumables in a multi workcentre environment.
3. Experience in the supervision of others, prioritizing work, the identification of training needs and conducting training as appropriate, and ensuring best practice quality control measures are achieved.
4. Knowledge of a light fleet management system. **(Desirable)**

The following criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Sound oral communications and interpersonal skills, and a proven ability to work with internal and external stakeholders to achieve positive outcomes.
6. Sound writing skills including the ability to produce reports and use computer skills relevant to the requirements of the job, including maintaining databases.
7. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Willingness and ability to undertake a designated role in the department's Incident Control System.
9. Certificate III in Conservation & Land Management or equivalent with a willingness and ability to participate in development programs to acquire Certificate IV in Government Procurement and Contracting **(Desirable)**.
10. Understanding of occupational, health and safety, and equity and diversity principles and practices.
11. Western Australian "MR" and "C" Class Driver's licences.
12. Ability to learn the operation of fire suppression appliances in the form of Gang and Heavy Duty fire trucks **(Desirable)** a trade qualification relevant to maintenance of light equipment (e.g. electrical, mechanical). **(Desirable)**

Parks and Wildlife's values

In all of our work we will be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*; and we will always *Act with the highest integrity*. For the purposes of this recruitment process, behaviours that reflect some or all of the above departmental values are included as selection criteria for this position, and the applicable department values are listed below as **Essential** and/or **Desirable** criteria.

Essential:

Open, Accountable, Responsive, Outcome-focused, Collaborative, integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, VHF radios, office and fire equipment		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: