

HSS Job Profile

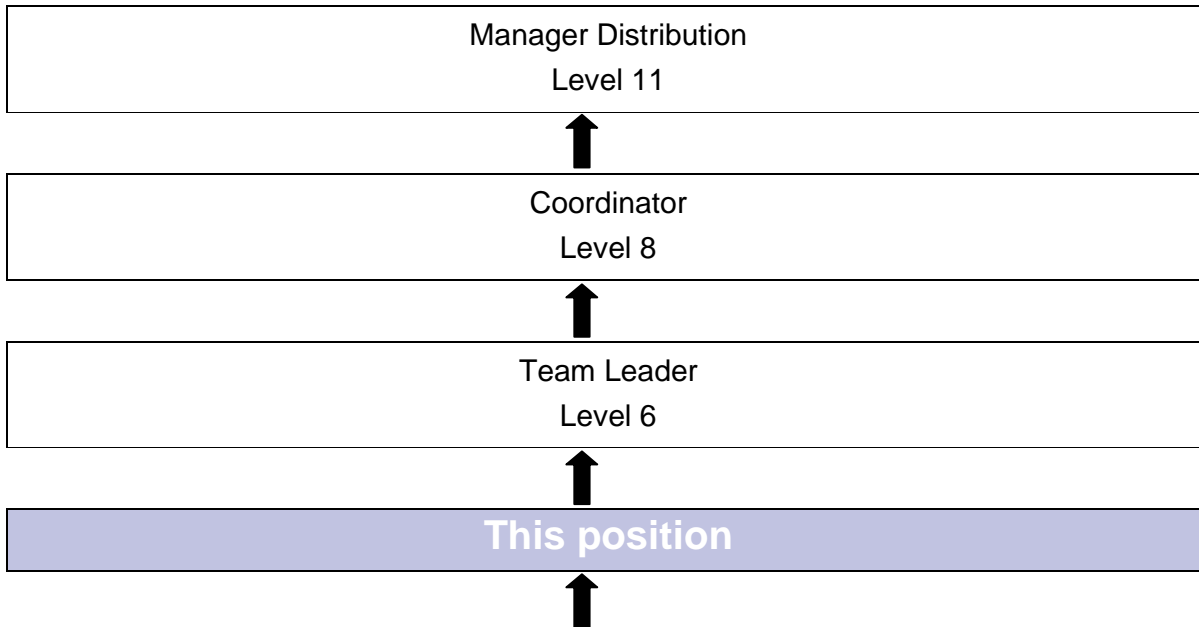
Storesperson

Position number	00003966
Classification	HSW Level 6
Employment Instrument	Hospital Support Workers Agreement
Group	Supply Chain
Directorate	Operations
Branch	Distribution
Location	State Distribution Centre, Jandakot

Key Role Statement

Provides support in the warehousing and distribution of items to customers.

REPORTING RELATIONSHIPS:



Directly reporting to this position:

Title & Position Number	Classification	FTE
Nil		

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ORGANISATIONAL CONTEXT

Health Support Services (HSS) provides value for money corporate support services to WA Health through skilled and motivated people. This includes delivering business focused financial, ICT, supply and workforce services within an environment of standardised systems and processes.

Partnering with client agencies and other stakeholders, HSS operates within a customer focussed service culture designed to complement client agency corporate service operations.

HSS provides a service within a framework of established values and behaviours based on achieving the corporate service standards and expectations of our customers.

With a commitment to equity and diversity relationships are based on trust, mutual respect and the acceptance of responsibility and accountability. HSS are committed to employee career development and professional learning.

GROUP CONTEXT STATEMENT

Supply Chain is responsible for the delivery of an efficient and effective end-to-end procurement service to assist WA Health in achieving its purpose and goals. A full suite of service includes strategic sourcing, contract management and day-to-day operational activities to ensure adequate uninterrupted stock for health sites and agencies.

Health Procurement is responsible for the delivery of an efficient and effective procurement service through strategic sourcing, contract management and procurement support activities to assist WA Health in achieving its purpose and goals. This is being driven through a Category Management model of service that provides category streams responsible for contract development, implementation and management activities. The streams currently include ICT and Whole of Health contracts.

Operations undertake day-to-day operational activities ensuring health sites and agencies are provided with adequate uninterrupted stock levels. This area works from three branches that include Distribution, Procure to Pay and Strategic Management.

THE DISTRIBUTION BRANCH

The Distribution Branch operates as an integrated team tasked with specific functional responsibilities and portfolios. The Branch comprises the following teams:

State Distribution Centre (SDC) with responsibility for the efficient receipt, storage, picking, packing and despatch of goods.

Inventory with responsibility for maintenance of the inventory asset at the SDC through supplier contract management, expediting, product / distribution change management and internal audit activities.

Site Operations with responsibility for on-site hospital customer support, relationship management, internal hospital distribution and Imprest management and strategic advice on supply related issues.

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POSITION RESPONSIBILITIES

This position, which is a part of the Distribution Branch of the Health Supports Services Supply Directorate, is responsible for undertaking support of the Distribution team and its clients within WA Health. This service is aligned with HSS's SLAs and delivered within the framework of HSS's values and customer oriented service culture. Position deliverables are as follows:

Participation

- Participates within a customer-focused culture based on established values and behaviours and a team-based approach.
- Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals.
- Maintains awareness of relevant trends and issues concerning the deliverables of the position and the team.
- Engages in training and development initiatives and programs to enhance professional development.
- Participates in quality improvement and performance management activities.
- Represents the team internally and externally, as required.

Specialist Services

- Receives goods against supplier delivery documents.
- Picks and consolidates orders ready for despatch to user areas.
- Transfers incoming goods to appropriate locations.
- Undertakes bar code reads and restocking of Imprest Stores.
- Ensures that stores areas are maintained in a clean and safe condition.
- Performs other duties as required.

SELECTION CRITERIA

Essential

1. Demonstrated ability in achieving team orientated outcomes.
2. Good communication, literacy and numeracy skills.
3. Demonstrated ability and focus in time management skills.

Desirable

1. Forklift proficiency certificate.
2. Demonstrated experience using RF hand held barcode scanners
3. Certificate III in Warehousing

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre Employment Health Assessment

CERTIFICATIONS

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

DIRECTOR

GENERAL MANAGER

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

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