



Position Title: Warehouse Systems Analyst

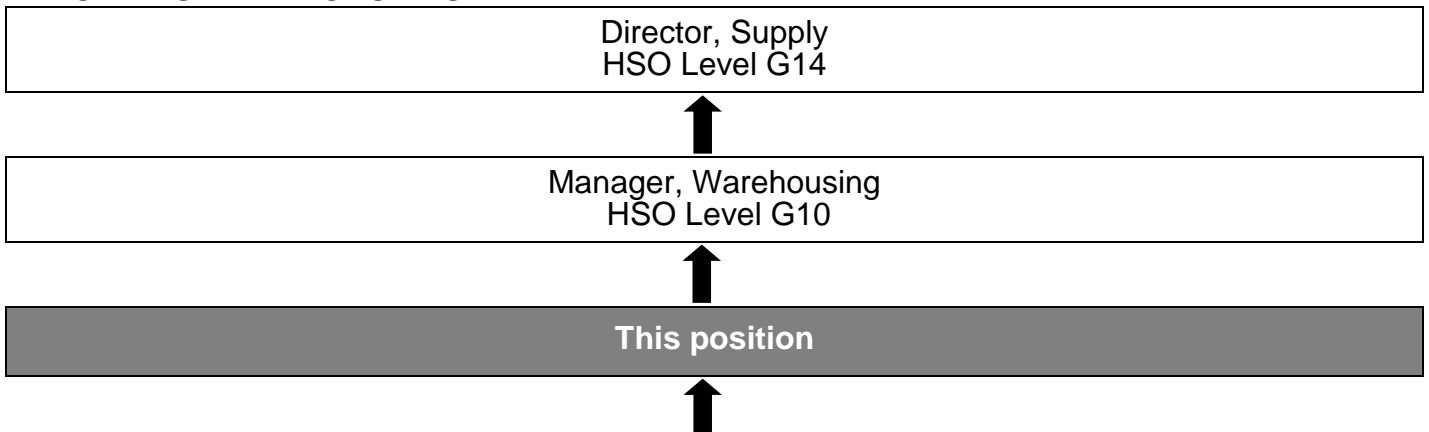
Classification	HSO Level G7
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Procurement and Supply
Function	Warehousing and Logistics
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Procurement and Supply Business Unit, the Warehouse Systems Analyst is responsible for:

- Consulting with management and staff within the W&L function to maximise the efficiency of current systems, reporting tools and processes and build/implement improved systems & tools within the function.
- Undertaking complex analysis for a range of Warehouse operational processes ensuring optimise flow of goods through all phases of warehouse activity.
- Contributing to the identification and evaluation of efficient & productive technology & automation potential to create sustainable supply chain capability for this business.
- Development of process maps, documentations, insightful reports and analytical tools to enable W&L to track performance and identify opportunities for improvement.
- Develops strategies to drive continuous improvement activities and benefit realisation across W&L.

REPORTING RELATIONSHIPS:



Directly reporting to this position:

Title	Classification	FTE
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No direct reports

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 55,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment, NurseWest and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,400 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put the customer
at the heart of
what we do



We value and care
for each other



We promise,
we own, we do



We will find
a way



We make a
difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

The HSS Procurement and Supply Business Unit is responsible for providing procurement and supply chain services across the WA health system, covering ICT, clinical and other health care-related business contracts. The services it provides include supply chain and distribution, supplier relationship management, contract management, and broader category management across procurement for the WA health system, as well as procurement analytics and oversight.

POSITION RESPONSIBILITIES:

HSS Participation (Self):

- Maintains a culture of putting customers at the heart of everything we do and demonstrates a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Work Health and Safety and Equal Employment requirements, and other relevant legislation.
- Proactively contributes to maintaining the HSS Work Health and Safety Management (WHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Undertakes complex analysis of Warehouse operational processes ensuring optimised flow of goods through all phases of warehouse activity.
- Work with Corporate Systems teams to ensure Oracle ERP setup adapts to changing Warehouse requirements.
- Reduce/eliminate manual decision making within the WMS environment ensuring system driven activities are prioritised.
- SME for all Oracle WMS activity and escalation/tracking of issues through ICT ticketing
- Liaise with external stakeholders to design/UAT/implement large scale projects within ERP/WMS environments while mitigating Warehouse Operational impact.
- Champion 5s/Lean/6σ methodologies with Warehouse teams, promoting data driven decision making.
- SME for development and implementation of Work Instructions ensuring ERP/WMS systems support physical activities to achieve efficient and safe handling of materials.
- Actively seek to apply technologies and automation to Warehouse processes to improve productivity and efficiency.
- Identifies issues, risks and benefits of proposed solutions and outline business impacts.
- Collaborates closely with other functions to ensure current HSS systems and tools meet needs of W&L function.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Highly developed conceptual, analytical and problem-solving skills in a supply chain environment with a proven ability to understand complex applications, user requirements, process workflows.
2. Proven experience of identification and implementation of innovative solutions that deliver efficient outcomes and/or process improvements.
3. Demonstrated experience as ERP/WMS system administrator/super user in a supply chain environment with working knowledge of inventory and warehouse management systems.
4. Well-developed communication and interpersonal skills, including consultative skills with the ability to build and maintain effective working relationships at all levels and produce well-crafted reports and user documents.
5. Demonstrated ability to work autonomously and collaboratively in a team to achieve team-oriented outcomes.

DESIRABLE CRITERIA:

1. Certificate IV in Competitive Systems and Practices
2. Working knowledge of Oracle.
3. Hands on experience SQL database functionality and relationship with ERP/WMS frontends.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment and service delivery.

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

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

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Created	23/02/2024	14/03/2024