



Job Description Form

Stores Officer

Banksia Hill Detention Centre

Position details

Classification Level:	1
Award/Agreement:	Public Service Award 1992 / Public Sector CSA Agreement (and subsequent agreement/s)
Position Status:	Permanent
Organisation Unit:	Corrective Services, Young People
Physical Location:	Banksia Hill Detention Centre

Reporting relationships

Responsible to:	1459 Finance Coordinator – Level 5
This position:	1621 Stores Officer - Level 1
Direct reports:	Nil

Overview of the position

The Young People Directorate (YPD) is solely focused on young people in the youth justice system. It delivers statutory services to young people in accordance with the *Young Offenders Act 1994* and the *Young Offenders Regulations 1995*. These services are delivered in the courts, community and detention centres.

The YPD is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through services to divert young people away from the criminal justice system; programs and services for young people on orders in the community; and programs and services in custody.

Banksia Hill Detention Centre (the Centre) is directly responsible for ensuring the rehabilitation, safety and security of young people in custody, including those who are sentenced and those remanded in custody.

The Stores Officer is responsible for receiving, receipting and distribution of incoming goods and provides an internal ordering and delivery service for internal clients. The Stores Officer undertakes day to day activities of the Stores' operations including

sourcing and maintaining stock levels, computer work, un/loading of trucks, maintenance of inventories and Stores' security and other stores functions as required or directed.

Job description

As part of the Banksia Hill Detention Centre team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties.
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives.
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities.
- Support cultural and management reforms within the Department.

Role specific responsibilities

- Ensures quality Stores' services to Centre staff.
- Liaises with the Purchasing Officer on matters relating to the good operation of the Centre's Stores.
- Receives and receipts incoming goods
- Manages purchased stock items into Store.
- Is responsible for managing requests for stock items, processes and issues stock items over the counter or arranges transport and despatches as required
- Assists with the maintenance of inventory management systems including adding and deleting stock items and processing issues and returns.
- Supervises deliveries or pick-ups required within the Centre (on behalf of other staff).
- Assist with the cyclic stock take and with random stock checks as required.
- Maintains order and cleanliness of the store and assists with disposal of damaged and/or obsolete items.
- Delivers and collects goods and services for the Centre as required.

- Works constructively within a team environment.
- Complies and works within approved and established Occupational Safety and Health Regulations and Procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the centre to achieve tasks.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file

Builds Productive Relationships

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

Keyboarding/Computing - The ability to use and produce documents in an administrative setting.

Job Specific Requirements - Ability to undertake effective stocktakes and inventory management

Special requirements/equipment

- This position is identified under Section 6 of the Working with Children (Criminal Record Checking) Act 2004 as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.
- The position holder must hold a current and valid 'C' class driver's licence and LR driver's licence.
- It is a requirement of the position holder to possess a Forklift Certificate.

Certification

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

Signature: _____ Date: November 2025

HR certification date: December 2025