



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service		<b>Position No:</b>	607022
<b>Division:</b>	Wheatbelt	<b>Title:</b>	Supply Officer
<b>Branch:</b>	Infrastructure	<b>Classification:</b>	HSO Level G2
<b>Section:</b>	Supply	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b>	<b>Regional Manager Infrastructure &amp; Support Services</b>	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>			
	<b>Classification:</b>	<b>HSO G-10</b>				
<b>Position No:</b>	607322					
		↑	<table border="1"> <tr> <td><b>Title</b></td> </tr> <tr> <td>Purchasing Officer HSO G-3 x 1</td> </tr> <tr> <td>Supply Clerk HSO G-2 x 3</td> </tr> </table>	<b>Title</b>	Purchasing Officer HSO G-3 x 1	Supply Clerk HSO G-2 x 3
<b>Title</b>						
Purchasing Officer HSO G-3 x 1						
Supply Clerk HSO G-2 x 3						
Responsible To	<b>Title:</b>	<b>Supply Manager</b>				
	<b>Classification:</b>	<b>HSO G-6</b>				
<b>Position No:</b>	007916	←				
		↑				
This position	<b>Title:</b>	<b>Supply Officer</b>				
	<b>Classification:</b>	<b>HSO Level G2</b>				
	<b>Position No:</b>	607022				
		↑				

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Responsible for the effective monitoring, filling, reviewing and updating of the imprest functions within the Wheatbelt Region. Customer service contact person for the warehousing, distribution and accounting for stores.

TITLE	Supply Officer	POSITION NO	607022
		CLASSIFICATION	HSO Level G2



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018/2019**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

**OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<b>TITLE</b>	<b>Supply Officer</b>	<b>POSITION NO</b>	607022
		<b>CLASSIFICATION</b>	HSO Level G2

#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>Imprests:</b>		<b>30</b>
1.1	Maintains all Imprests in a timely manner as to compliment unit activity.		
1.2	Monitors, fills, reviews and updates imprest items and levels as required.		
1.3	Communicates with Unit Managers on all imprest changes and maintains records.		
<b>2.0</b>	<b>Unit Areas:</b>		<b>30</b>
2.1	Establish Imprest levels in consultation with Unit Managers and conducts reviews and updates as needed.		
2.2	Ensures barcode labels are current and where necessary reprint and despatch to sites.		
2.3	Maintains imprest areas in a clean and orderly fashion, rotates stock and reviews slow moving items with Unit Managers.		
<b>3.0</b>	<b>Main Warehouse:</b>		<b>10</b>
3.1	Arranges transport for goods to be dispatched from Northam Hospital.		
3.2	Checks incoming goods against delivery dockets/Invoices and confirms receipt on the computerised Supply System.		
3.3	Arrange for all incoming and outgoing goods to be recorded, dispatched or stored in an appropriate manner.		
3.4	Processes all invoices then forward to Wheatbelt Finance Department for Payment, all pricing queries are to be forwarded to the Purchasing Officer for action.		
3.5	Assists with picking-packing and dispatch of goods ensuring all items are correctly documented and recorded.		
<b>4.0</b>	<b>Monitoring:</b>		<b>5</b>
4.1	Review expiry dates and stockholdings to ensure rotation, report to Unit Manager		
4.2	Amend imprests to reflect new and obsolete items to assist with contract changes.		
<b>5.0</b>	<b>Reports:</b>		<b>10</b>
5.1	Review imprest reports and monitor slow moving items		
5.2	Maintain hard copy worksheet for all Imprests.		
5.3	Assist with Stock on Hand queries and assist with Stocktake requirements		
5.4	Processes item usage reports and reviews "Open Deliveries" report as required.		
<b>6.0</b>	<b>External Customers:</b>		<b>10</b>
6.1	Act as Supply Department point of contact for all external customers and Health Unit customers, assisting with imprest, iproc and Stock issue queries		
6.2	Liaise with all customers on a regular basis to provide support for external units.		
<b>7.0</b>	<b>Other Duties:</b>		<b>5</b>
7.1	Comply with OS&H policies and practices within the health region		
7.2	Other duties as directed by the Regional Supply Manager or Purchasing Officer		
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety &amp; Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>			

<b>TITLE</b>	Supply Officer	<b>POSITION NO</b>	607022
		<b>CLASSIFICATION</b>	HSO Level G2

**Section 5 – WORK RELATED REQUIREMENTS**

**ESSENTIAL**

1. Previous clerical or stores experience.
2. Well-developed communication skills, both written and verbal.
3. Sound computer skills
4. Ability to work with minimal supervision and within a team environment.
5. Physically able to assist with stock management.
6. Eligible for / or in possession of a current C or C-A Class drivers licence

**DESIRABLE**

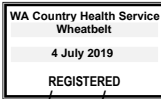
1. Knowledge of Oracle or similar computerised supply system
2. Knowledge of accounting and procedures associated with Supply functions.
3. Knowledge of Equal Employment Opportunity and OSH responsibilities.
4. Current forklift licence.

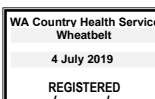
**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Northam	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of a current C or C-A class driver's licence</li> </ul>		
<b>Specialised equipment operated</b>			

**Section 7 – CERTIFICATION**

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

Signature and Date:   
**Executive Services**

Signature and Date:   
**Chief Executive Officer**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed