



**Position Title: Supply Clerk**

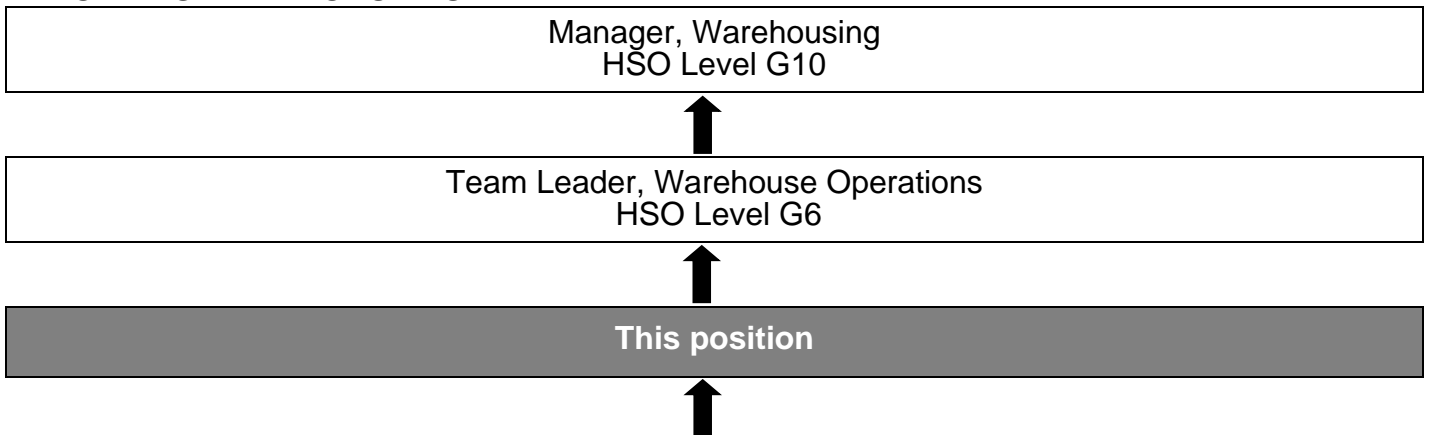
<b>Classification</b>	HSO Level G2
<b>Employment Instrument</b>	Health Salaried Officers Agreement
<b>Organisation</b>	Health Support Services
<b>Business Unit</b>	Procurement and Supply
<b>Function</b>	Warehousing and Logistics
<b>Location</b>	Perth Metropolitan Area

**KEY ROLE STATEMENT**

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

- Providing support to Warehousing and Logistics as part of the Distribution Branch of HSS Supply Operations.
- Receptions, despatch and warehousing related functions.

**REPORTING RELATIONSHIPS:**



Directly reporting to this position:

Title	Classification	FTE
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 our customers 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:**

- Supporting inventory staff in the resolution of concerns and anomalies regarding stock.
- Assisting with processes related to stocktaking and return of stock to the inventory.
- Providing an advisory service to customers regarding stock lines and relevant catalogue enquiries.
- Assisting with receivals, despatch and imprest functions.
- Assisting with general office duties.
- Other duties as required.

#### **SELECTION CRITERIA:**

##### **ESSENTIAL CRITERIA:**

1. Some experience in warehousing operations within a large and complex organisation.
2. Problem solving skills and organisation skills including the ability to meet strict deadlines.
3. Good communication, interpersonal and team work skills.
4. Good computer skills appropriate to the duties performed.

##### **DESIRABLE CRITERIA:**

1. Experience in the use of computerised warehouse management system with relevant keyboard and RF scanning skills.
2. 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.

<b>Version control</b>	<b>Description</b>	<b>CRC Approval Date</b>	<b>Registered Date</b>
Vs 1.0	JDF Created	31/08/2020	31/08/2020