

Job Description Form

Loading Dock Supervisor

Position Number: 12227	Classification Level: Level 2
Directorate: Corporate Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: 12201- Facilities Coordinator, Level 4	
Positions Reporting to this Position: Nil	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Corporate Services supports the organisation in the areas of financial management and budget planning, people and culture services, record management and risk management. The team is also responsible for the management and coordination of the Alexander Library and its facilities for the use of the Western Australian community. Some information and communication technology services and human resources services, building maintenance services, payroll and financial processing are provided in collaboration with the Department of Local Government, Sport and Cultural Industries.

ABOUT THE ROLE

This position is responsible for managing and coordinating the day-to-day operations of the Loading Dock area in a safe and secure manner.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Manages the general day to day operations of the loading dock including waste management, liaison with staff, transport companies, contractors and other stakeholders.
2. Coordinates and manages the dispatch and receipt of all goods including mail.
3. Manages the operation of the State Library vehicle and associated records.
4. Develops and reviews policies and procedures for all aspects of the Loading Dock management functions including WHS and risk assessments.
5. Loads and unloads vehicles using a forklift, walkie stacker or other manual handling equipment.
6. Provides training for staff as required.
7. Uses Desktop applications and Departmental systems effectively.
8. Participates in relevant project teams and committees.
9. Ensures Venues room set up is completed in line with weekly schedules.
10. Performs other duties as required.

ESSENTIAL WORK-RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Experience in coordinating, monitoring, guiding and supporting individuals to ensure safe operation of loading dock.
2. Demonstrated ability to coordinate and supervise multiple activities in a busy environment.
3. Previous experience of working in a warehousing or logistics environment.
4. Effective organisation skills and the ability to self-direct.
5. Strong commitment to the delivery of quality client services.
6. Demonstrated ability to coordinate and supervise multiple activities in a busy environment.
7. Demonstrated capacity to work both independently and as part of a team.
8. Demonstrated ability to work within specific timeframes and with accuracy and attention to detail.
9. Experience with using computer applications eg. Word processing and Excel
10. Demonstrated problem solving skills.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance
3. High Risk Work Licence – Forklift type LF

SPECIAL CONDITIONS

Special conditions of this position:

1. Position has base hours of 7am to 3pm, some flexibility in hours is required to ensure operational requirements are met

CERTIFICATION

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

Position Title:	Name:	Date:
Corporate Services Director	Pauline Vukojevic	10/06/2025

<p style="text-align: center;">REGISTERED</p> <p style="text-align: center;">State Library of Western Australia</p> <p>INITIALS: AB DATE: 23/06/2025</p>
