

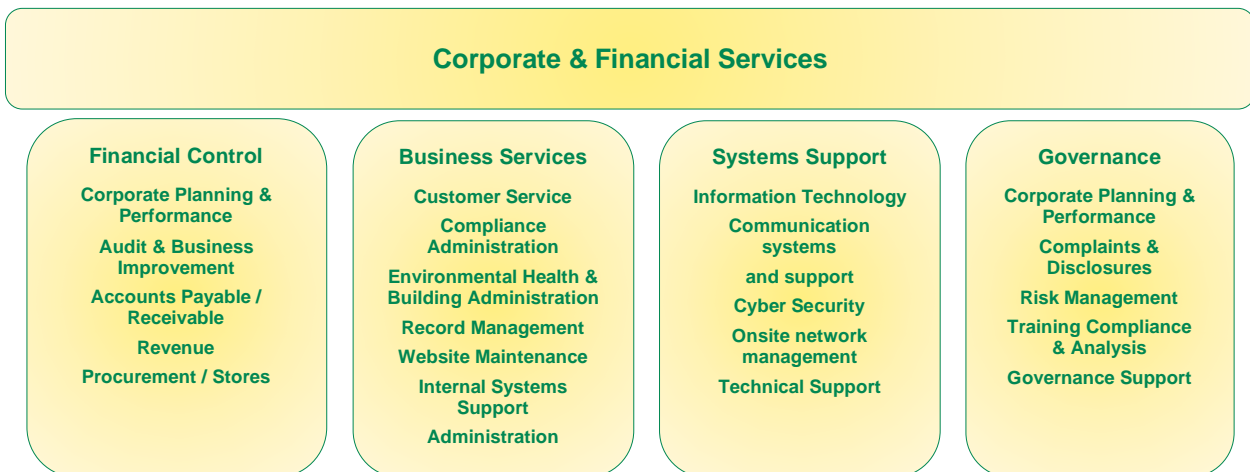
POSITION DESCRIPTION

Position Details

Position Title:	Stores and Procurement Officer (Part-time)
Award Classification:	Level 2
Employment Conditions:	Queensland Local Government Industry (Stream A) Award – State 2017
Department / Branch:	Corporate & Financial Services / Financial Services
Principal Location:	Shire Office, Hughenden
Reports to:	Finance Manager (or as directed)
Direct Reports:	Nil

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle
Our Mission:	To promote quality of life through leadership, attitude and respect
Our Values:	<ul style="list-style-type: none"> • A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership • Communication • Leadership • Recognition

The Department



Position Objective

The Stores and Procurement Officer is responsible for supporting the operational requirements across Council through effective and efficient procurement of goods and services while managing and control of inventory within stores.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Procurement and Finance

- Daily processing of purchase orders
- Liaise and guide requisitioning officers in relation to purchasing and issue good and services in line with Council Procurement Policy and Procedure
- Educating requisition officers on process of raising purchase orders, matching requisitions with quotes, obtaining quotes and also undertaking these activities
- Research sources for supply and quotation including negotiating purchase and supply of products, freight costs and services
- Liaise with creditors to ensure payment of accounts are completed within terms of business by relevant paperwork for receipt confirmation provided
- Ensure all goods received are signed for and checked prior to entry to store
- Complete good receipting within finance system for orders across Council as required
- Review outstanding orders and coordinate with requisitioning officers on appropriate follow up action/s
- Liaise with suppliers and requisitioning officers where concerns are raised regarding supply, receipt and invoicing for goods
- Review tender and quotation documents ensuring purchase orders are aligned to provision of goods / services and correct information is supplied
- Act as the point of contact for all departments on arrival of and distribution of goods into store
- Encourage local suppliers to participate in business with Council and awareness of Councils Procurement Policy

Inventory

- Maintain a clean and tidy store
- Maintain control of the Inventory master details including descriptions, supplier, re-order quantities.
- Annually audit the inventory items in Authority for unused stores or stores no longer needed and errors and make them inactive.
 - Investigate options to return unused items to supplier for a refund, such as oil filters for a traded plant that have become obsolete.
- Responsible for organising stocktakes at least annually and send appropriate documentation to Finance Manager for reporting to Council.
 - Items not held in the store need to have stocktakes conducted on a monthly basis to ensure appropriate reorder levels are maintained, such as fuel and oil.
 - Organise for fuel tanks to be dipped when performing the stocktake.
- Monitor, update and report on data relating to fuel issues to/from the bulk fuel trailers.
- Responsible for all inventory issues.
 - Processing of stores issues daily.
 - Processing of stores issues to / from other departments, fortnightly
- Ensure all inventory items located in the Store are entered into Authority.
- Control purchase and issues of outdoor uniforms and safety equipment as per Council Policies.
- Liaise with Managers and Supervisors regarding products that can be purchased in bulk and held on stores to avoid duplicate purchases.

Freight

- Organise freight and quotations for requisitioning officers as required.
- Receive depot freight including freight organised by other departments and notify relevant officers.
- Ensure that goods and services ordered are delivered in accordance with specifications. Also ensure that goods receiving officer signs the paperwork after all checks at the time of receiving the goods.

Plant and other assets

- Arrange necessary repairs and maintenance on any floating plant held in the store.
- Liaise with the Workshop regarding recording of all small plant and other purchases not currently recorded in the plant register.
- Record items that are not relevant to the Plant Register in the Accountable Items Register within the Inventory Module of Authority.
 - Conduct quarterly stocktakes of these accountable items.

Administration and Customer Service

- Review and update the Stores procedure documents annually.
- Identify and make recommendation to the Finance Manager regarding items that can be bought into store that are currently being purchased by Council or in un-official store places.
- Identify and make recommendation to the Finance Manager of any alterations needed to the stores building or shelving.
- Recommend and report any opportunities for improvement and savings to Finance Manager.
- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on, and reported upon in accordance with Council Policy
- Keep your direct supervisor, or other/s appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Some overtime may be worked when a relief worker is unavailable and on RDOs etc. No overtime to be worked without prior approval from the Finance Manager.

General

- Manual handling of stores (assisted where appropriate).
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

Other Requirements

- This position operates from the Stores office located at Council's Works Depot in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position, including but not limited to, climbing ladders and working in a warehouse environment;
 - prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - prepared, if required, for Council to undertake a Criminal History Check.

Organisational Relationships and Delegations

Internal: Corporate & Financial Services team, other portfolios across Council

External: Local Government Association of Queensland, Government Departments, regulatory agencies, other Local Government Councils

Delegations: This position works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Demonstrated high level interpersonal and communication skills with a commitment to excellent customer service, and the ability to respond to all customer enquiries, internal and external in a professional and patient manner.
2. Demonstrated ability to work as part of a team, individually and with minimal supervision.
3. Demonstrated ability to prioritise and coordinate workload in order to meet deadlines.
4. Demonstrated knowledge of and experience in purchasing and/or stores management, including but not limited to stock management, supply, purchasing and accounting.
5. Demonstrated experience of administration requirements within a corporate environment, sound computer skills, with competency in Microsoft Office, the Internet and other relevant Council software programs or the ability to acquire within a reasonable timeframe.
6. Demonstrated knowledge of legislative requirements pertaining to Council purchasing (e.g. *Local Government Act 2009*, *Local Government Regulations 2012*, State Purchasing Policies) or the demonstrated ability to rapidly acquire this knowledge.
7. Current driver's license – Open (Manual) C class to operate Council-owned vehicle
8. Forklift operation competency certificate or the ability to obtain.

Desirable

9. Experience in inventory software and purchasing.
10. Tertiary education in Warehousing, Business or within a related field and demonstrated experience, or knowledge of procurement, stores management and correlation to finance tasks.

Authorisation

Position Approved By: Melanie Wicks, Director of Corporate & Financial Services

Signature: _____ **Date:** _____

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____