

POSITION DESCRIPTION

Position Title:	Purchasing and Stores Officer	Directorate:	Infrastructure and Works
Position Number:	100901	Department:	Works
Employment Status:	Full-Time	Section:	Stores
Employment Type:	Maximum Term 12 Month Contract	Location:	Works Centre
Classification:	Schedule A, Salary Point 8		
Reports to:	Fleet, Workshop & Stores Coordinator		

PRIMARY PURPOSE:

The primary function of this role is to ensure internal customers are provided with items and materials to undertake daily activities through purchasing and inventory management. To be responsible for undertaking all Store operational aspects at the Works Centre Store.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Purchasing and Stores Officer** reports to the **Fleet, Stores and Workshop Coordinator** for all operational and management matters.
- The role is a key contributor to the Work Centre Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as visitors, suppliers, and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Purchasing, & Inventory Management	Responsible for Purchasing & Inventory Management, including: <ul style="list-style-type: none">• Undertaking all operational aspects of Work Centre, including purchasing and price monitoring• Supporting the commitment costing system, by ensuring the accurate and timely processing of purchase orders is achieved to enable accurate costing against relevant accounts• Ensuring invoices match annual contract rates and quotes and to match invoices with orders and that all outstanding orders are finalised• Assisting in the preparation and evaluation of Tenders for various goods and services management of relevant contracts• Maintaining and updating Work Centre catalogues• Responsibility for the development, documentation and maintenance of user guidelines and manuals for Stores purchasing systems and processes• Identifying and implementing new business opportunities for collective purchasing and participate in Joint-Council purchasing activities• Identifying opportunities for savings and efficiencies• Ensuring best value for money is obtained for Council
Stores	To undertake the day-to-day management of Work Centre's Store, including: <ul style="list-style-type: none">• Receiving purchases and comparing goods received with invoices in accordance with Council's procedures and Codes for Tenders and Contracts• Responsibility for issuing of stock and management of surplus• Completing required paperwork to record all stock removed from the Store on a temporary or permanent basis• Ensuring that the Inventory Management System is fully optimised to streamline the store operation and improve techniques for managing inventory• Contributing towards an efficient and effective work unit• Maintaining the store and external compounds physical layout• Maintaining cleanliness of the store and external store compounds• Ensuring janitorial stocks are supplied and maintained• Ensuring stocktakes are undertaken regularly and ensuring that obsolete stock is disposed in line with Council procedures

	<ul style="list-style-type: none"> • Maintain the store chemical manifest and SDS Hazard Communication Station • Maintain and record allocation of day use road signage, bollards, barriers and small plant equipment
Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed • Ensure data is documented on business decisions, actions and practices undertaken or performed by your position • Effective management of time and resources to meet agreed service levels
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts • The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment • Responsible and accountable for adhering to the requirements of all relevant employment, WHS and EEO legislation, the principles of diversity and the Council's policies and procedures • Responsible for completion of the program's monthly forecasting, within the timeframe advised by Finance

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- As per delegation schedule

ESSENTIAL LICENCES/ACCREDITATION:

- White card (Construction Induction)
- Forklift (LF) High Risk licence
- Chemical Handling Certificate
- Current drivers license (C)
- Manual handling techniques

KEY SELECTION CRITERIA:

1. Qualifications in Purchasing and Warehousing or another equivalent qualification, or a minimum 4 years' experience in stores/purchasing procedures with a sound knowledge of stores and inventory management.
2. A well-developed understanding and knowledge of WHS frameworks with the demonstrated ability to identify, and problem solve using initiative.
3. Sound verbal, numeracy and, literacy skills with demonstrated ability to successfully negotiate.
4. Good interpersonal skills with the demonstrated ability to work effectively in a team and to provide excellent customer service.
5. Sound computer skills and competent in the use of Microsoft Word, Excel and, Stores and Asset based software systems.
6. A basic knowledge and understanding of the range and purpose of equipment, and materials used in a Municipal Works environment and the demonstrated ability to use a range of electric and manual hand tools.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:		
Manager Signature:		Date:
Director Name:		
Director Signature:		Date:

I have read and agree to abide by the requirements of this position description.

Employee Name:		
Employee Signature:		Date: