

<b>Position Title:</b>	Purchasing and Stores Officer	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100867	<b>Department:</b>	Works
<b>Employment Status:</b>	Part-Time	<b>Position Type:</b>	Indoor Employee
<b>Employment Type:</b>	Maximum Term 12-month contract	<b>Location:</b>	Work Centre
<b>Classification Structure:</b>	Grade 3		
<b>Reports to:</b>	Fleet, Workshop & Stores Supervisor		

### 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 Supervisor 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.

### Accountabilities And Responsibilities

<b>Purchasing &amp; Inventory Management</b>	<ul style="list-style-type: none"> <li>▪ Responsible for Purchasing &amp; Inventory Management, including:</li> <li>▪ Undertaking all operational aspects of Work Centre, including purchasing and price monitoring</li> <li>▪ Supporting the commitment costing system, by ensuring the accurate and timely processing of purchase orders is achieved to enable accurate costing against relevant accounts</li> <li>▪ Ensuring invoices match annual contract rates and quotes and to match invoices with orders and that all outstanding orders are finalised</li> <li>▪ Assisting in the preparation and evaluation of Tenders for various goods and services management of relevant contracts</li> <li>▪ Maintaining and updating Work Centre catalogues</li> <li>▪ Responsibility for the development, documentation and maintenance of user guidelines and manuals for Stores purchasing systems and processes</li> <li>▪ Identifying and implementing new business opportunities for collective purchasing and participate in Joint-Council purchasing activities</li> <li>▪ Identifying opportunities for savings and efficiencies</li> <li>▪ Ensuring best value for money is obtained for Council</li> </ul>
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<b>Stores</b>	<ul style="list-style-type: none"> <li>▪ To undertake the day-to-day management of Work Centre’s Store, including:</li> <li>▪ Receiving purchases and comparing goods received with invoices in accordance with Council’s procedures and Codes for Tenders and Contracts</li> <li>▪ Responsibility for issuing of stock and management of surplus</li> <li>▪ Completing required paperwork to record all stock removed from the Store on a temporary or permanent basis</li> <li>▪ Ensuring that the Inventory Management System is fully optimised to streamline the store operation and improve techniques for managing inventory</li> <li>▪ Contributing towards an efficient and effective work unit</li> <li>▪ Maintaining the store and external compounds physical layout</li> <li>▪ Maintaining cleanliness of the store and external store compounds</li> <li>▪ Ensuring janitorial stocks are supplied and maintained</li> <li>▪ Ensuring stocktakes are undertaken regularly and ensuring that obsolete stock is disposed in line with Council procedures</li> <li>▪ Maintain the store chemical manifest and SDS Hazard Communication Station</li> <li>▪ Maintain and record allocation of day use road signage, bollards, barriers and small plant equipment</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> </ul>

	<ul style="list-style-type: none"> <li>Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

<b>Key Selection Criteria</b>	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>Current registration to work with vulnerable people (RWVP)</li> <li>White card (Construction Induction)</li> <li>Forklift (LF) High Risk licence</li> <li>Chemical Handling Certificate</li> <li>Current Driver's license (C)</li> <li>Manual handling techniques</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>A well-developed understanding and knowledge of WHS frameworks with the demonstrated ability to identify, and problem solve using initiative.</li> <li>Sound verbal, numeracy and, literacy skills with demonstrated ability to successfully negotiate.</li> <li>Good interpersonal skills with the demonstrated ability to work effectively in a team and to provide excellent customer service.</li> <li>Sound computer skills and competent in the use of Microsoft Word, Excel and, Stores and Asset based software systems.</li> <li>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.</li> </ul>

## Work Environment


Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:


- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.


Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.




### 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

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

**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

### ACKNOWLEDGEMENT:

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

Employee Name:

Employee Signature:

Date: