



### SUPPLY COORDINATOR

<b>POSITION TITLE:</b>	Supply Coordinator
<b>POSITION NUMBER:</b>	2009
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	5
<b>REPORTS TO:</b>	Manager Procurement
<b>DEPARTMENT:</b>	Corporate Services
<b>LAST REVIEWED:</b>	February 2023

#### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

#### *Our Commitment*

We inspire people to create a better future.

#### *Our Vision*

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

#### *We Value*



Honesty



Integrity



Accountability

#### OBJECTIVE OF THIS ROLE

To coordinate the purchasing and supply of goods and services for the depot store. The role includes the sourcing and procurement of inventory (including vehicle and plant spares), receipt of goods, processing of orders and stock control including handling, storage, delivery, maintenance of inventory levels and documentation activities.

This role also requires a solid understanding of commercial procurement processes to ensure purchases are made cost effectively and consistent with council's procurement policy and procedures.

#### REPORTING LINES

This position reports to the Manager Procurement.



# POSITION DESCRIPTION

Supply Coordinator

## KEY RESPONSIBILITIES IN THIS ROLE

- Coordinate day to day purchasing of goods and services (including vehicle and plant spares) in accordance with Council policies and procedures.
- Check that requisitions forwarded for processing are compliant with council's procurement process, process requisitions in accounting system.
- Supervise the Purchasing and Stores officer and delegate responsibilities to ensure stores and procurement functions are completed in a timely and accurate manner.
- In consultation with the Manager Procurement, coordinate regular internal audits, inventory spot checks, biannual and end of financial year stock-takes reports and processing.
- Ensure all purchasing and stores records are maintained in accordance with Council's financial accounting standards, policies and procedures.
- Liaise with Council's Manager Procurement to ensure that Council's procurement policy and processes are followed.
- Work with Council's Accounts Officer to ensure timely matching and payment of orders and invoices.
- Undertake monthly reporting, such as clearing of stale orders, stock counts, maintain and monitor accurate records of stock levels, record any damage or loss of stock.
- Coordinate the delivery/collection of purchases from local suppliers and where necessary arrange the delivering of purchases to the relevant Council departments.
- Analyse spending trends and patterns to maximise buying power of Council.
- Maintain and provide administration of the Vendor Panel system.
- Maintain inventory levels and ensure appropriate stock types and quantities are sufficient to ensure the continuity of Council works and projects.
- Assist with the identification, valuation and disposal by sale, tender or write off Council assets and obsolete stock as required and in accordance with Council policy and procedures.
- Coordinate storage, distribution and return of small assets (eg. tools, signs, light plant and equipment).
- Coordinate the inspection and testing of equipment used within the Store or held in inventory (eg. lifting gear, breathing apparatus, gas detection equipment).
- Liaise with Workplace Health and Safety and the Safety Committee for the supply of PPE and protective clothing while maintaining quality and value for money.
- Ensure that new council assets received via the Store are identified and brought to account and that electrical items received into the Store are tagged.
- Maintain SDS records and assist with chemical audits as required; and
- Other duties as required.

## KEY SELECTION CRITERIA

- Demonstrated experience in inventory management.
- Demonstrated experience in complying with legislated procurement policies and practices.
- Demonstrated experience in materials handling and safe storage of dangerous goods.
- Possess excellent customer service skills.
- Team player with experience in staff supervision.
- High level of written and verbal communication skills.
- Well-developed time management and interpersonal skills.
- Experience in a similar role.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Current Police Clearance
- Positive Notice Blue Card (Working with Children)
- Possess an unrestricted drivers license.
- Construction White Card (Prior to commencement)

### Desirable:

- High risk forklift ticket (LF) or the ability to acquire; and
- Qualifications in Procurement, fleet management support or Business Administration.



# POSITION DESCRIPTION

Supply Coordinator

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

### To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**