
Diamantina Shire Council

POSITION DESCRIPTION



1.0 TITLE:	Storeperson - Administration Officer
2.0 AWARD:	Queensland Local Government Industry Award (Stream A) - State 2017
3.0 SECTION:	Administrative, Technical, Community Service, Supervisory and Managerial Services
4.0 DESCRIPTOR	Administrative
5.0 CLASSIFICATION:	Level 2
6.0 DEPARTMENT:	Corporate Services
7.0 BRANCH:	Finance
8.0 LOCATION:	Bedourie

9.0 POSITION OBJECTIVE

To assist the Manager of Stores with the daily running of the stores department. To perform administrative duties and other duties as assigned by supervisor to ensure an efficient workplace and high level of customer service.

10.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- Ability to work efficiently and closely with other Officers and at times unsupervised
- Provide excellent customer service to internal customers and suppliers by responding promptly to enquiries in a helpful and courteous manner
- Some experience in stock and inventory management (training will be given)
- Basic computer skills in the Microsoft Office suite of products.
- Good organisational skills with the ability to coordinate and control activities relating to business or administrative support operations
- Sound numeracy, written and oral communication skills
- Proficient ability in the areas of data entry and spreadsheets
- Effective analytical and problem solving skills
- Willingness to learn new systems
- Ability to gain procurement knowledge of standard stock items
- Ability to work as a team member and contribute to team outcomes
- Willingness to learn
- Ability to complete manual tasks
- Ability to be flexible, reliable, honest and committed

b) Knowledge

- Sound knowledge of the Local Government Act 2009 and its application to purchasing; or ability to acquire the knowledge
- Knowledge of Councils Procurement of Goods and Services Policy, or ability to acquire the knowledge
- Knowledge of Council Accounting Systems e.g. Synergy Soft; or ability to acquire the knowledge
- Sound knowledge of procurement and inventory control procedures and processes
- Sound knowledge of Workplace Health and Safety principles and practices
- Sound knowledge of accepted customer service practices
- Sound knowledge of Council's policies and procedures or a demonstrated ability to learn

c) Experience and/or qualifications

- Experience in procurement and distribution of stock in a large organisation
- Current High Risk Forklift Licence, or ability to obtain.
- Current Queensland C Class Manual Drivers Licence or ability to obtain

11.0 KEY RESPONSIBILITIES OF THE POSITION

a) Operations

- 1) Ensure that receivals and stock issues are current and up to date and accurately entered into the system.
- 2) Undertake purchasing of stock items in accordance with Council's Purchasing Policy and maintain a good working relationship with suppliers.
- 3) Determine and implement council's maximum/minimum stock levels to maintain sufficient stock on hand to meet the ongoing needs of the organisation.
- 4) Maintain store sheets and check fortnightly for errors and surplus stocks.
- 5) Review stock frequently and complete annual and periodic stock-takes.
- 6) Maintain stores physical layout in accordance with Work Place Health and Safety Guidelines.
- 7) Provide work progress reports to the Supervisor.
- 8) Communicate, solve and discuss work problems with other team members and the Supervisor.
- 9) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 10) Ensure that Councils Quality Assurance Program is adhered.
- 11) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol Policy, Smoking Policy and Workplace Bullying and Harassment Policy.
- 12) Perform other Council work as directed.

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework.

d) Risk Management

- Comply with Council's Risk Management Policy and Framework
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Undertake and participate in risk management training as required

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

12.0 KEY SELECTION CRITERIA

- 1) Well-developed interpersonal, verbal and written communication skills with a strong commitment to customer service
- 2) Basic level of computer literacy especially with MS Office suite with a sound knowledge of standard office equipment
- 3) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner

- 5) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm
- 6) Demonstrated commitment to Workplace Health and Safety policies and procedures
- 7) Current Queensland 'C' Class Drivers Licence
- 8) Current High Risk Forklift Licence

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13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

I declare that I am physically capable of undertaking the duties as outlined in this position description.

Signed:

Date: / /

Print name:

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Manager - Stores

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, community members/groups, and members of the general public.

15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

16.0 APPROVALS

Reviewed By: Robyn Smith
Finance and Administration Manager (Interim)

Approved by: Matt Allard
Director of Community & Economic Development

Signed: Date: / /

I,, have read and understood this Position Description and accept the objectives and responsibilities of this position.

Signed: Date: / /

Print name:
