

**Position Title:** **Advanced Storeperson**

**Campus:** All Campuses

**Directorate:** Corporate Services

**Department:** Supply

**Reporting to:** Warehouse Supervisor

**Direct Reports:** Nil

**Appointment Terms/Conditions:**

**Classification and Code:** Storeman Advanced (GK6)

**Enterprise Agreement:** Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

**ORGANISATIONAL INFORMATION**

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b><i>Collaboration</i></b>	<b><i>Compassion</i></b>	<b><i>Accountability</i></b>	<b><i>Respect</i></b>	<b><i>Innovation</i></b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

This role is a key influence in the timely and accurate receipt of goods, proper storage and distribution of consumables throughout wards and departments. In addition, this role is responsible for maintaining accuracy & quality in stock control in the Supply Services area.

## **KEY ACCOUNTABILITIES**

- Efficient processing of goods inwards, including accurate verification of goods inwards against orders.
- Timely review of the storage of Expiry Dated Stock
- Effective stock organisation and rotation
- Participates in a continuous program of rolling stock takes, random stock takes & critical stock takes to ensure accurate inventory balances
- Ensures the safe storage and distribution of flammable liquids
- Provide efficient imprest service to Wards and Departments
- Transport and delivery of Consumables
- Accurately assembles orders and requisitions for wards, departments, associated hospitals and other cost centres
- Regularly replenishes the stock from the bulk store to sterile store
- Periodically checks stocks in store, wards and departments for short expiry dates
- Acts as courier for the delivery of consumables to and from wards, departments and residential services.

## **KEY SELECTION CRITERIA**

- Demonstrated experience in a storeroom environment is preferred but not essential. Previous experience working with medical / hospital products would be an advantage.
- Demonstrate basic computer literacy in Microsoft Outlook (e-mail) and excel. A working knowledge of Epicor software would also be an advantage.
- Demonstrate a minimum of year ten (10) level numeracy & literacy skills.
- Must be physically fit to meet the inherent physical demands of the role.
- Must have a current Victorian Driver's License
- Hold a current Forklift License

## **Personal Attributes**

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization
- **Quality Orientation:** Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time
- **Initiating Action:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
- **Managing Work** (includes Time Management) – Effectively managing one's time and resources to ensure that work is completed efficiently

## Interpersonal Skills

- **Collaboration:** Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message

## PHYSICAL DEMANDS OF THIS ROLE:

- Lift up to 15kg Manual Handling
- Push/pull trolley up to 250kg
- Bending / twisting / squatting / kneeling / sitting / standing / walking
- Reaching above shoulder height
- Driving forklift
- Manual vehicles including medium truck & van
- Computer operation

## ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.