



# Etheridge Shire Council

## POSITION DESCRIPTION

<b>ROLE TITLE:</b>	<b>Stores Officer</b>
<b>DEPARTMENT:</b>	Corporate Services
<b>REPORTS TO:</b>	Director of Corporate & Community Services
<b>LEVEL:</b>	3
<b>LOCATION:</b>	Mary Street Depot, Georgetown
<b>DATE PREPARED:</b>	August 2019
<b>PREPARED BY:</b>	Director of Corporate & Community Services

**This Statement represents an accurate description of the role of the Stores Officer.**

**Signed Position Incumbent:**

**Dated:**

### **PRIMARY PURPOSE – STORES OFFICER:**

The primary purpose of this role is to undertake all tasks associated with the day to day operations of all relevant aspects of Council's Stores in an efficient, motivated and highly accountable manner.



## ENVIRONMENT

Etheridge Shire Council, ***'The Golden Heart of the Gulf'*** is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Stores Officer are:

- **Team Work:** Attend and actively participate at meetings.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

### Stores Officer

The incumbent will be responsible carry out the following tasks:

Carry out and complete routine tasks in accordance with Council's Policies and Procedures.

Obtain prices/quotations and order products as required from suppliers in accordance with Council's Procurement Policy.

Collate and submit to Accounts Payable all dockets, consignment notes with respective orders, duly authorised order and receipt forms as required for making payments.



Ensure that the requisitions are authorised as per delegation.

Assist with the review and management of outstanding orders on a monthly basis.

Arrange the collection and delivery of outgoing freight.

Correctly disperse all incoming freight.

Control and maintain the flow of materials used by Council.

Maintain the Council's Databases as applicable to the Stores.

Maintain a Register of Safety Data Sheets in respect of the supply/issue of all Chemicals held in the Store.

Carry out a stock take on fuel on a daily basis.

Undertake a manual stock take of the stores on a monthly basis.

Ensure that Feral Animal Destruction Form procedures are adhered to.

Keep the stores and surrounds tidy and clean at all times.

Carry out other duties as directed by the Director of Corporate and Community Services from time to time.

### **Required Knowledge, Skills and Experience**

Sound knowledge of the operation of a Store and relevant Purchasing Procedures.

Comprehensive knowledge of Council's Purchasing Policies and Procedure.

Knowledge of Quality Assurance requirements relevant to the ordering and receipt of materials.

Knowledge of Occupational Health and Safety Standards in respect of the purchase, storage and handling of hazardous material.

High level of communication skills.

Good written and verbal skills.

Good computer skills and proficiency in the use of Microsoft Office applications.

Be possessed of a positive, proactive and motivated attitude with an attention to detail.

Possess a general knowledge of the regulations pertaining to Local Government.

### **KEY PERFORMANCE INDICATORS**



- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

#### KEY BEHAVIOURS

##### **Integrity:**

- Follows through with agreed actions.

##### **Excellent work ethic:**

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

##### **Team player**

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

##### **Results orientated**

- Sees tasks through to completion.
- Completes tasks within specified time frames.

##### **Commitment to Best Practice**

- Follows procedures.
  - Maintains accurate records.
  - Maintains an understanding of Council policies and procedures.

#### GENERAL INFORMATION AND CONDITIONS

**Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.**

**(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)**

- Appointment to the position of Stores Officer will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

##### **QUALIFICATIONS**

Current Class C Drivers Licence. Queensland  
 Construction Industry White Card.  
 Certificate of Competency to operate a forklift  
 Relevant experience (preferably 5 years)



Certificate (III) in Transport and Logistics (not essential but desirable).

Successful completion of schooling to a year 12 standard (not essential but desirable).

### **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

### **CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

### **WORKPLACE HEALTH & SAFETY**

You will be required to familiarise yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

### **PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

### **ACCOMMODATION**

There is no accommodation provided with this position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871