

## POSITION DESCRIPTION | PURCHASING AND STORES TRAINEE

<b>Position Title:</b>	Purchasing and Stores Trainee
<b>Classification:</b>	SGW Enterprise Agreement Trainee
<b>Department:</b>	Corporate Services
<b>Position Type:</b>	Fixed Term, Full Time (18 months)

<b>Organisational Overview:</b>	<p>South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns, across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems.</p> <p>South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.</p>
<b>Position Overview:</b>	<p>This role provides essential support to staff across the business through the provision of goods and materials (inventory) and other goods that staff need to deliver services to the community. .</p>
<b>Reporting Relationship:</b>	<p>This position reports to Fleet, Purchasing and Stores Coordinator</p> <p>Roles directly reporting to this position include: Nil</p>

<b>Duties:</b>	<p><u>Fleet administration:</u></p> <ul style="list-style-type: none"> <li>• Administer the approval of periodic vehicle expenditure including fuel, citylink, registration &amp; third Party management costs</li> <li>• Arrange for vehicle maintenance, changeover and disposal following direction from the Fleet, Purchasing and Stores Coordinator</li> <li>• Maintain the asset register uploading information regarding new asset purchases and disposals relating to Fleet.</li> <li>• Distribute internal fleet expenditure reports for approval.</li> </ul> <p><u>Inventory control:</u></p> <ul style="list-style-type: none"> <li>• Greet Suppliers and direct delivery of materials to warehouse;</li> <li>• Provide internal and external customer service. Deliver goods to sites across the region. Check on items in SGW depots and plants, prepare lists of restock items required. Operate a forklift (training to be provided)</li> <li>• Administer inventory items in the inventory management system</li> <li>• Transact all goods received at stores in the corporate system</li> </ul>
----------------	--

	<ul style="list-style-type: none"> <li>• Transact inventory transfers across stores and within the organisation</li> <li>• Assist in inventory and consumables level monitoring and the maintenance of inventory balances across all stores</li> <li>• Assist in periodic stocktakes and spot checks of inventory as required</li> <li>• Maintain the inventory manual</li> <li>• Maintain clean and tidy warehouse premises</li> </ul> <p><u>Purchasing:</u></p> <ul style="list-style-type: none"> <li>• Respond to purchase requisitions received internally, source goods and coordinate delivery to buyers.</li> <li>• Assist in the issue of workplace appropriate clothing.</li> <li>• Other duties as required within the range of skills, competence and training of the employee.</li> </ul> <p><u>Corporation:</u></p> <ul style="list-style-type: none"> <li>• Protect employee and public safety by observing and reporting all potential public liability risks.</li> <li>• Ensure reasonable care is taken for own health and safety as well as the health and safety of others and that no one is adversely affected by workplace activities or omissions</li> <li>• Ensure the security and maintenance of SGW's property to ensure they meet their service objectives efficiently and effectively</li> <li>• Report any known security issues or risks to SGW's property</li> <li>• Adhere to all SGW Policies and Procedures</li> <li>• Demonstrate inclusive and respectful behaviours at all times</li> <li>• Adhere to SGW's and the Victorian Public Sector Commission's (VPSC) Code of Conduct</li> </ul>
<b>Accountability and Extent of Authority :</b>	<p><i>The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:</i></p> <ul style="list-style-type: none"> <li>• Exercises decisions in accordance with the organisations' Delegations and other relevant procedures and policies.</li> </ul>
<b>Judgement and Decision Making:</b>	<p><i>The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:</i></p> <ul style="list-style-type: none"> <li>• Exercises a good sense of judgement, interpretation &amp; problem solving skills</li> <li>• Ability to complete set tasks as directed and within guidelines set by organisations' policies and procedures.</li> </ul>
<b>Specialised Skills and Knowledge:</b>	<p><i>Knowledge and skills in the following areas are required:</i></p> <ul style="list-style-type: none"> <li>• The role is a traineeship which does not assume prior knowledge of the function.</li> </ul>
<b>Management Skills:</b>	<p><i>The incumbent requires, and should be able to demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Time management skills with the ability to set individual priorities, coordinate and manage concurrent tasks, plan and organise tasks and set work schedules to ensure objectives are met within the</li> </ul>

	prescribed timeframe.
<b>Interpersonal Skills:</b>	<p><i>The position will be required to:</i></p> <ul style="list-style-type: none"> <li>• Provide internal and external customer service customer service.</li> <li>• Work effectively in a team environment</li> <li>• Direct / communicate with Suppliers</li> <li>• Provide guidance / assistance to organisational staff and suppliers.</li> </ul>
<b>Qualifications and Experience:</b>	<p><i>The requirements of the position are:</i></p> <ul style="list-style-type: none"> <li>• Good computer knowledge with proficiency in MS Word, Excel, and Outlook</li> </ul>

<b>Position Requirements:</b>	<p>Satisfactory National Police Check and a willingness to renew every three years or prior to expiry</p> <p>Victorian Drivers Licence</p>
-------------------------------	--

<b>Key Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. Willingness to learn and interest in a service environment.</li> <li>2. Can work effectively in a team environment.</li> <li>3. Keen interest in operations, working in a depot, inventory management and accounts administration. Interest in learning new computer systems.</li> <li>4. Ability to take ownership of issues and see them through to resolution.</li> <li>5. Good sense of judgement, interpretation and problem solving skills</li> </ol>
--------------------------------	---

I have read and understand the contents and obligations of this position description. I also understand that I have an obligation to comply with all Corporation policies and procedures.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_