

Position:	Store and Inventory Controller
Classification:	Band 5
Salary Range:	\$63,060 - \$71,632 plus 9.5% superannuation
Term and Employment Type:	Full Time, Permanent <i>Flexible work arrangements available subject to negotiation</i>
Starting Location:	Cusack Road Store, Leongatha
Reports to:	Administration Co-ordinator in the Corporate Services Department
Position Overview:	This position is primarily responsible for supporting Operations in the provision of materials (inventory) and other goods required in the day-to-day maintenance activities.
Organisational Overview:	As a public sector entity, 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. Our Purpose We provide sustainable water services that are essential to the prosperity and wellbeing of our communities and natural environments. Our Vision 2023 Our customers value the services and outstanding customer experiences proudly delivered by our capable and committed teams <i>South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.</i>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of inventory and stores management; • Problem solving skills and a passion for continuous improvement; • Time management and ability to set priorities to achieve specific objectives; • Ability to effectively contribute to the development of procedures and policy in their area; • Handle Dangerous Goods/Hazardous Substances attainment desirable; • Microsoft Office: Excel and Outlook; • Current Victorian Driver's Licence
Personal attributes	<ul style="list-style-type: none"> • Self-motivated and well organised • Good at engaging with people and building constructive relationships both verbally and written • Ability to foresee opportunities and risks • Ability to work as an individual or as an effective member of a team • Flexible and adaptable in managing work methods and work loads

Key Responsibilities:	<p>As a member of the Corporate Services team this position is primarily responsible for:</p> <ul style="list-style-type: none"> • Implementing a plan for the improvement in stock control, inventory management, safe operation and effectiveness of the stores across all SGW properties; • Managing inventory and consumables across all SGW sites ensuring timely and cost effective provision of goods and services; • Coordinating the development and maintenance of a register of inventory (including critical spares) at all sites using the organisational business systems that are available.; • Conducting regular reviews and reporting of inventory including hazardous substances across all stores, consolidating and turning over stock, identifying obsolete or superseded materials and dispose; • Managing and implementing the delivery of periodic stock takes and reconciling; • Training organisational staff in the promotion of safe warehousing measures and techniques; • Ensuring all material handling equipment is maintained and meets safety guidelines (eg: forklifts); • Other duties as required within the range of skills, competence and training of the employee; • Complying with all applicable SGW Policies and Procedures; • Contributing to continuous improvement of Corporate Services Department processes, systems and communications; • Ensure reasonable care is taken for own health and safety as well as the health and safety of others. Operate consistent with SGW Occupational Health and Safety policy and procedures at all times. • At all times adhere to the Victorian Public Sector (VPS) Code of Conduct and model the South Gippsland Water <i>Behaviours for Growth</i>; and • Complete work at level as assigned that may differ from responsibilities described in this position description subject to consultation and reasonable support and re-training where required.
Qualifications:	Warehousing operations qualification highly regarded;
Safety Licences:	Forklift Licence
Pre-requisites:	<p>Satisfactory National Police Check. If having resided outside Australia in the past ten years for one year or more, an international police check will be required.</p> <p>Microsoft Dynamics: Great Plains or similar financial systems essential</p>
Key Selection Criteria:	<ol style="list-style-type: none"> 1. Proven ability to administer an inventory and accounts management system; 2. Demonstrated willingness to implement OH&S policies, procedures and practices; 3. Proven ability to take ownership of issues and see them through to resolution; 4. Proven ability to work effectively in a team environment; 5. Demonstrated willingness to be proactive and to implement practices which improve the operation of the Store.

POSITION DESCRIPTION

I have read and understand the contents and obligations of this position description. I understand that I have an obligation to comply with all Corporation policies and procedures. I also understand I have an obligation to behave consistent with the VPS Code of Conduct and model the SGW Behaviours for Growth.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Signature: _____  _____ Date: 8/1/20_____