



Admin Store Person

Position Description

Position number: OP007



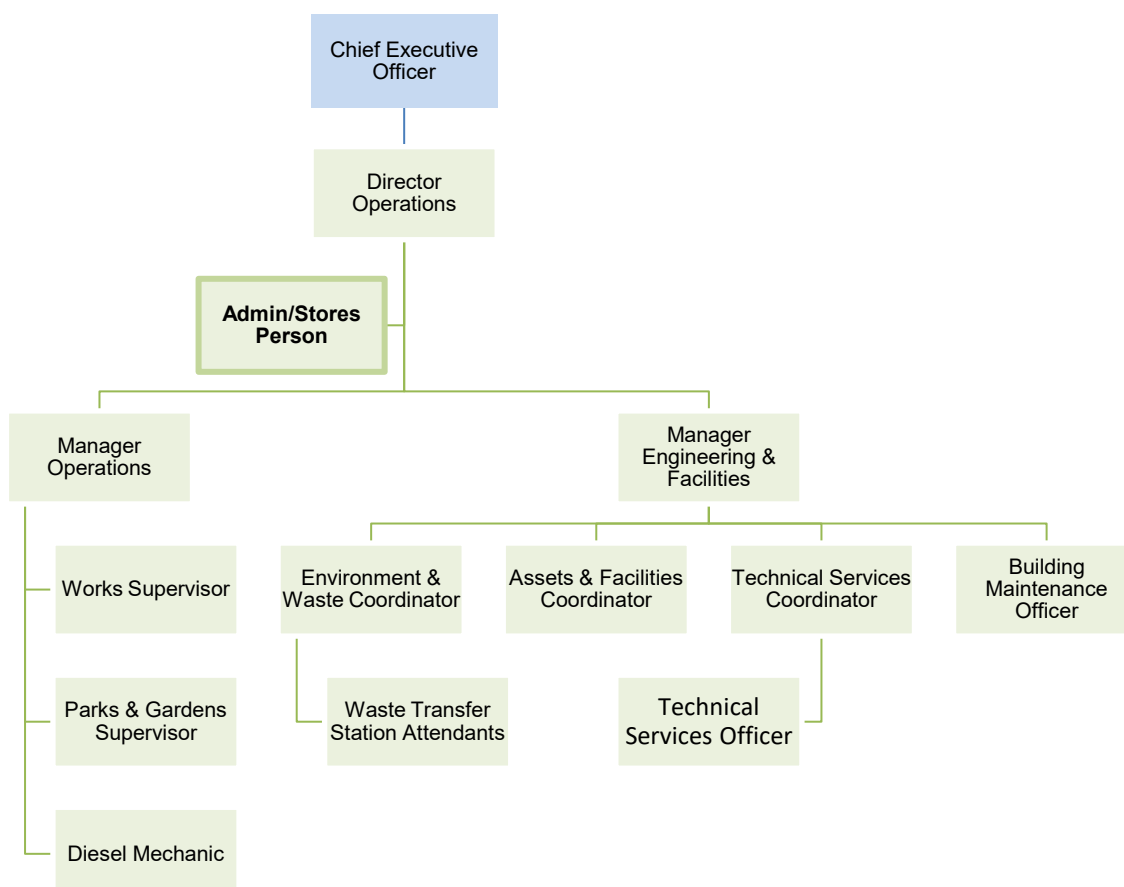
POSITION DESCRIPTION

Position	Admin/Store Person
Department	Operations
Location	Shire Depot
Reports to	Director Operations
Supervises	Nil
Hours of Work	76 hours/9-day fortnight
Level	Level 4 – Shire of Collie Industrial Agreement 2023
Position number	OP007

Position Objective

To provide procurement services, stores management and general administrative support to the Operations department, including administrative assistance to the Director Operations, to enable efficient and effective management of orders, requisitions and purchasing whilst managing the stores at the Council Depot.

Workforce Structure



Our Vision

Collie – Nature at our doorstep, community at heart.

Our Mission

The Shire of Collie delivers high quality local services, advocates for Collie, and fosters partnerships to achieve better outcomes – guided by the community's vision and balanced by responsible financial management.

Our Values

The core values at the heart of the Council's commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

We will consult and engage with our community on issues that affect them

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

Key Duties

Administration & Procurement

- Provide day-to-day administration support to the Operations department and Director Operations.
- Obtain, enter and maintain accurate records in relation to the cemetery, various registers, operational reports and manual/electronic filing systems. Ensure all Operations related forms, folders and other relevant documents are kept up to date.
- Organise the procurement of goods and raise purchase orders in accordance with Council's ordering policy and within designated budget allowances.
- Source quotes for all depot purchases including small plant etc as per the Procurement Policy.
- Assist Operations Supervisors with preparation of team toolbox agendas and minutes.

Cemetery Administration/Coordination

- Assess all incoming applications for internments, ashes internments and memorials.
- Oversee the designation of internment sites.
- Coordinate internments with Works Supervisor and applicants.
- Order memorial plaques.
- Maintain cemetery records and burial maps.
- Handle all incoming cemetery enquiries.

Stores and Stock Control

- Monitor stock and PPE requirements and issue restocking orders as necessary.
- Issue to and receipt of store items to employees.
- Ensure that all store items are returned in good working order or relevant actions have been taken to ensure they are repaired to working order.
- Arrange supply and issue of protective clothing.

- Ensure the store area and storage is kept in a clean and tidy manner.

Other Functions

- Maintain office equipment to a high standard.
- Contribute to depot security.
- Update and maintain MSDS data sheets for all chemicals and controlled substances.
- Maintain information on Council assets at Depot for inclusion on Asset Register.
- Ensure Admin office receives the model and serial number so that these can be added to the register and insurance files.
- Any other duties as directed by the Director Operations.

Selection Criteria – Qualifications and Experience

Essential Criteria

- Advanced written and verbal communication skills.
- Advanced numeracy skills.
- Sound computer and keyboard skills.
- Understanding of procurement processes.
- Local Government experience.
- Must have current drivers' licence in required class C.
- High level of interpersonal; and communication skills including team building and time management.
- High level of work ethics, including motivation and enthusiasm.

Desirable Criteria

- Diploma of Business (Procurement or Purchasing) or 5 years' relevant experience in the procurement field.
- Forklift License

Ongoing Performance

- Operate in compliance with WH&S legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.
- All employees are required to participate in an Annual Performance Review, where KPI's will be established by the line manager for the employee which meet the Shire's Strategic Objectives and Priorities.

Training

Willingness and aptitude to undertake further training and professional development to be aware of industry trends, regulatory changes, technology as relevant and related matters.

Position Dimensions

Work Location:	Shire Depot, Cockie Bend Road, Collie, WA 6225
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

Extent of Authority

This position operates under the general direction of the Director Operations within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

Corporate Accountabilities

1. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.
2. All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
3. Comply with Council's Employee Code of Conduct, management directives and approved policies and procedures.
4. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
5. Maintain obligations described within the Shire's Customer Service Charter.
6. Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
7. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8. Deliver effective use of Shire resources within the level of accountability for this position.
9. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
10. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.
11. Employees shall co-operate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
12. Provide an ongoing commitment to risk, emergency management and business continuity principles.