

# Role description

<b>Job ad reference:</b>	QLD/548222	<b>Unit/branch:</b>	Supply Chain Branch / Corporate Services Division
<b>Role title:</b>	Supply Officer	<b>Location:</b>	Central Queensland Regional Warehouse
<b>Status:</b>	Casual	<b>Closing date:</b>	Sunday, 2 June 2024
<b>Classification:</b>	OO2	<b>Contact name:</b>	David Roughead
<b>Hours Per Fortnight:</b>	As required		
<b>Salary range:</b>	\$37.30 - \$40.22 per hour plus superannuation	<b>Phone:</b>	(07) 4931 3609

## Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

## About Supply Chain Surety:

Supply Chain Surety is a branch in Corporate Services Division (CSD) supporting the supply of clinical goods, pharmaceuticals and linen products to the Hospital and Health Services (HHS), Queensland Health.

The branch is comprised of functions critical to Queensland Health's supply response, including Supply Chain Services, Central Pharmacy, Group Linen Services and Operations. This branch brings together an end-to-end supply chain function from demand planning through to warehousing and distribution into a single integrated branch led by the Executive Director. The Branch supports clients and stakeholders across the Department of Health, all Hospital and Health Services, Queensland Government and some external agencies.

## Purpose of the role

The Supply Officer within the Supply Chain Surety branch will undertake a range of tasks associated with the effective operation of the physical distribution of Clinical Consumables. This includes assisting in unloading trucks, receipting, distribution, and delivery to store locations.

The number of direct reports this position is responsible for is 0.

## Your key responsibilities

You will be required to fulfil the responsibilities of this role in accordance with the Queensland Public Service values.

- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Perform functions associated with the receipt, handling, storage, picking, packing, dispatch and delivery of Clinical Consumables; equipment (clinical & non-clinical) and other goods;
- Perform delivery functions, in accordance with schedules and requirements, to meet customer needs.
- Comply with workplace health & safety requirements; including, the maintenance of work areas and equipment in a clean and safe condition;
- Respond to Customer enquiries in a timely and professional manner;
- Be effective in communication with Customers and other functional areas;
- Be able to work in a team environment and promote relationships with Supplier and Internal Customer to ensure full service outcomes;
- Attend and actively participate in team meetings;
- Raise with supervisors discrepancies or anomalies identified in relation to receipt, handling, storage, picking, packing, dispatch and delivery of stores;
- Operate materials handling equipment in accordance with operator instructions and safe practices;
- Dispatch deliveries to supply companies and off campus departments via the contract courier;
- Assist in the required stocktaking process within Imprest storage locations
- Complete ad hoc tasks as requested by immediate line manager

## Key competencies/suitability (role specific criteria and personal qualities)

You will be assessed on your ability to demonstrate the following:

- Knowledge of, or the ability to acquire knowledge of, practices relevant to the warehousing and distribution functions.
- Ability to acquire the knowledge and skills to operate motor vehicles and materials handling equipment.
- Ability to work as part of a team and adapt to changing work environments.
- Ability to communicate and liaise effectively with clients and staff.

## Qualifications, registrations and other requirements

- It may be a condition of employment for this role for the employee to be, and remain, vaccinated against one or more of the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)): measles, mumps, rubella (MMR), varicella (chicken pox), pertussis (whooping cough), hepatitis B, tuberculosis
- Additional vaccinations including Japanese Encephalitis and Rabies may also be required for this position
- Please detail any visa conditions you may have if you are not a permanent resident of Australia.
- We understand that some people may require adjustments to the workplace or the way the work is performed. All applicants are encouraged to advise the panel of any support or reasonable adjustments (i.e. building access, wheelchair access, interpreting services etc.) that may be required.
- Movement and physical suitability to perform the manual handling tasks associated with completing the role.
- While not mandatory, a current; Forklift License and or MR Truck License would be highly regarded

## Additional Information

Please provide the following information to the panel to assess your suitability:

- Your **resume**, including the names and contact details of two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current, immediate or past supervisor.
- A covering letter (**maximum of one page**) informing the panel of your reasons for applying for this position. Please detail why you consider your skills, experience and personal qualities make you the best person for the role. (This should not be the same as outlined in your resume)
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.

## Disclosure of any pre-existing injury or medical condition

Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)

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