

Position Description

Advanced Storeperson

Classification:	GK6 Advanced Storeperson
Business unit/department:	Supply
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Full-Time
Hours per week:	40
Reports to:	Director of Procurement and Supply
Direct reports:	Warehouse Coordinator
Financial management:	Budget:
Date:	January 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

Drive the Supply delivery vehicles (Truck, Van & Tug) and in accordance with the competency and skill level of an Advanced Store person in material management, to provide a service in receiving, handling and distributing of goods as required by Austin Health in a timely manner. Drive the Forklifts to unload vehicles as directed.

Accurate picking of orders and delivering them to the correct delivery point. Perform the duties of this position efficiently to the standards of the department including participating in the AUSTIN HEALTH performance appraisal program.

About the Supply Department

The Supply Department is responsible for running procurement activities, making purchases on behalf

of the Health Service and includes managing contracts and suppliers, forecasting, managing inventory and warehousing, transport and customer service. The department supplies all medical, surgical and general supplies in an efficient and error free environment meeting all applicable standards.

Position responsibilities

Role Specific:

- Pick, pack and distribute stores stock including medical consumables, domestic products, grocery items and printed matter
- Drive the Supply delivery truck or Van safely to the various Austin Health sites to deliver stock and non-stock items to Wards and Departments and other locations as directed;
- Competently operate a forklift and other supply manual handling equipment ensuring safe work practices
- Do safety checks and report any vehicle or equipment failures or damage to the Supervisors immediately once discovered.
- Assist the receiving team as directed in unloading trucks book in and putting away stock in the correct inventory locations once they have been receipted into the system.
- To maintain a safe and healthy work environment in accordance with Austin Health Policy and OH&S procedures.
- Other stores and hospital logistic tasks as directed.
- Assist Austin Health staff with general and phone enquiries.
- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Drivers license with Medium Rigid vehicle endorsement (**Mandatory Requirement**) Driving the delivery vehicles is a mandatory part of this position.
- Forklift license is a mandatory part of this position. (**Mandatory Requirement**)
- Physically fit
- Proven Stores experience
- Well developed computer skills
- Good written and verbal interpersonal skills
- Commitment to provide a quality customer service
- Ability to communicate on all levels
- Experience in a large service environment

Desirable but not essential:

- Experience in a medical / patient service environment
- Certificate in Sterile Goods Handling
- A good working knowledge of medical consumable stock items



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Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment



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We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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