

Position Description

Position Title:	Store Person
Reports To:	Manager, Supply Chain and Contracts
Position Summary:	<p>The Key to the success in this role is the incumbent's willingness to be flexible and their ability to multi-skill and manage a range of priorities:</p> <ul style="list-style-type: none"> • Maintenance and day-to-day accuracy of onsite stores • Ensuring orders are processed in a timely and effective manner • Loading and unloading of trucks • Maintenance of stores records • Communication with key stakeholders • Inventory management which includes stock takes on regular basis
Qualifications/Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> • Strong computer literacy • Strong organizational skills • Excellent customer service skills • Proven experience in stores duties
Desirable:	<ul style="list-style-type: none"> • Experience within the private health sector
Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
<p>a)) Leadership</p> <ul style="list-style-type: none"> • Ability to take the initiative in resolving issues/problems • Ability to work autonomously 	
<p>b) Customer Service</p> <ul style="list-style-type: none"> • Maintains good customer relations • Ensures competency • Service concerns are addressed in a timely manner • Motivated and committed contributor • Effective team-player 	
<p>c) Technical skills and application</p> <ul style="list-style-type: none"> • Uses appropriate supply systems ensuring timely arrival of stock and material at both the Hospital and individual Wards and Units, thereby optimising patient care • Adopts a consultative approach within a multi-disciplinary work environment • Develops and implements contingency plans to address unexpected or emergency situations that may arise in this area of responsibility • Ensures that incidents are reported and addressed in a timely manner • Usage of the Macquarie University Hospital's IT systems is in line with the authorisation granted 	

to this position – please refer to the IT policy for further information on access levels.

d) Personal and Professional Development

- Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required
- Actively participates in the Performance & Development Management process as required
- Evaluates own performance to identify strengths and areas where professional development can occur

e) Teamwork and Communication

- Practices according to the aims, objectives and core values of Macquarie University Hospital
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills

f) Continuous Improvement

- Initiates and contributes to quality activities
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors
- Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.
- Complies with obligations under Section 30 of the Workplace Health and Safety Act (1995).
A person in control of a workplace has the following obligations –
 - (a) *To ensure the risk of injury or illness from a workplace is minimised for persons coming onto the workplace to work;*
 - (b) *To ensure the risk of injury or illness from any plant or substance provided by the person for the performance of work by someone other than the person's workers is minimised when used properly; and;*
 - (c) *To ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers*

g) Administration and Documentation

- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures incidences are reported accurately and in a timely manner
- Reviews and evaluates reported incidents and manages risk as per policy
- Reports monthly to the Supply Chain and Contracts Manager on activities relating to the efficient management of the Hospital's stock, inventory, purchasing and suppliers

Key Performance Indicators

- a) Demonstrated professional/positive behaviour
- b) Rosters reflect unit activity and staff requirements
- c) Responds and reports on incidents within 2 hours of incident
- d) Monitors and reviews incident/injury rates

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Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
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