

POSITION DESCRIPTION

CCLHD - Supply and Distribution Officer

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Central Coast Local Health District
Position Classification	General Admin Staff Gde 3
State Award	Health Employees General Administrative Staff (State) Award
Category	Warehousing, Transport and Logistics Transport Store Person / Driver
Website	www.cclhd.health.nsw.gov.au

PRIMARY PURPOSE

The Warehousing & Distribution Department is responsible for the warehousing and distribution of clinical and non-clinical products throughout the Area. The department provides:

- Total imprest management in agreed wards
- Assistance with imprests for smaller wards and departments
- Storage and distribution of clinical and non- clinical products area wide

Implementation of strategies to improve the ability for facility managers and clinicians to manage the ordering of supplies to ensure ongoing patient care in a cost effective and timely manner

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing

KEY ACCOUNTABILITIES

- Participate in Quality improvement activities and provide a high level of customer service to all stakeholders including patients, staff and others.
- Comply with all NSW Health and CCLHD policies and procedures.
- Perform all other delegated tasks appropriately and in line with grading and capabilities.

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- Demonstrated commitment to Caring for the Coast vision, goals and strategies, with demonstrated behaviours which align with the NSW Health CORE values and CCLHD Values and behaviours charter.

KEY CHALLENGES

- Manage inventories within the scope of the department efficiently (this includes warehouse/stores and ward inventories)
- Accurately account for the receipt, storage, issuing, dispatch, transporting and distribution of clinical and non-clinical products within the various warehouses/stores and distribution locations throughout the Area
- Operate and maintain warehouse management systems and equipment

KEY RELATIONSHIPS	
Who	Why
Distribution Manager	To provide direction on workloads and priorities and provide support and assistance
Other staff and departments or internal customers	To provide effective service delivery

SELECTION CRITERIA

1. Demonstrated previous experience in a warehouse/stores/distribution environment
2. Demonstrated ability and capacity to effectively operate materials handling equipment within a stores environment in a safe and effective manner
3. Demonstrated previous experience in Oracle Inventory Management
4. Demonstrated previous experience in a medical consumable environment
5. Experience in the use of Scanners
6. Forklift licence or willingness to obtain
7. Current valid Australian Driver's licence
8. Demonstrated understanding of how the District is Caring for the Coast and how this role would contribute

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CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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Job Demands for: CCLHD - Supply and Distribution Officer

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Repetitive</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Repetitive</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Constant</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Constant</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Repetitive</p>
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Repetitive</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Repetitive</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Frequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Frequent</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Repetitive</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Repetitive</p>

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<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Repetitive</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Repetitive</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Occasional</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Occasional</p>	

Sensory Demands

<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Occasional</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Not Applicable</p>	

Psychosocial Demands

<p>Distressed People - e.g. emergency or grief situations</p> <p>Not Applicable</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Not Applicable</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g. child</p>	

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abuse, viewing dead/mutilated bodies	
Not Applicable	

Environmental Demands

<p>Dust - exposure to atmospheric dust</p> <p>Occasional</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Occasional</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Occasional</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Occasional</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Occasional</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Occasional</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Occasional</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Occasional</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Occasional</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>
<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Occasional</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Occasional</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Occasional</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Occasional</p>