

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW 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.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

Overseeing the warehousing and distribution of clinical and non clinical products throughout the site/facility.

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

Valid unrestricted drivers' licence for use in NSW/Australia.

Responsibilities under WHS - Non-Supervisor

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

Manage inventories within the scope of the department efficiently, including stores and ward inventories to minimise loss secondary to overstocking, expiration dates and deterioration.

Accurately account for the receipt, storage, issuing, dispatch, transporting and distribution of clinical and non clinical products within stores and distribution locations throughout the site/facility.

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

Operate and maintain warehouse management systems, databases and equipment ensuring that policies, safe work practices and manual handling guidelines are adhered to.

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

KEY CHALLENGES

- Maintaining accurate and timely input of data to ensure that all stock is accounted for and identifiable.
- Providing timely distribution of all received goods to facilitate the smooth running of the service.

KEY RELATIONSHIPS

Who	Why
Manager	Receive direction, supervision, development opportunities and feedback in relation the duties of this role and communicate achievements and challenges.
Teams	Provide support to other staff within the service/unit/facility in the provision of a quality service.
Key internal stakeholders	Develop a good knowledge of, and relationship with key staff to provide support or accurate redirection of enquiries as required.

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. Valid unrestricted drivers licence for use in NSW/Australia and willingness to travel in the course of employment

OTHER REQUIREMENTS

Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage.

POSITION DESCRIPTION





NNSWLHD - General Admin Grade 3 - Storeperson

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	Intermediate
	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	Technology	Intermediate
	Procurement and Contract Management	Foundational

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Be willing to develop and apply new skills • Show commitment to completing assigned work activities□ • Look for opportunities to learn and develop□ • Reflect on feedback from colleagues and stakeholders
Relationships Communicate Effectively	Foundational	<ul style="list-style-type: none"> • Speak at the right pace and volume for diverse audiences • Allow others time to speak • Listen and ask questions to check understanding□ • Explain things clearly using inclusive language□ • Be aware of own body language and facial expressions • Write in a way that is logical and easy to follow • Use various communication channels to obtain and share information
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation□ • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers □
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Ask questions to explore and understand issues and problems□ • Find and check information needed to complete own work tasks • Identify and inform supervisor of issues that may have an impact□ on completing tasks□ • Escalate more complex issues and problems when these are identified • Share ideas about ways to improve work tasks and solve problems • Consider user needs when contributing to solutions and improvements
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks□ • Use available technology to improve individual performance and effectiveness□ • Make effective use of records, information and knowledge

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		management functions and systems□ <ul style="list-style-type: none">• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

Job Demands for: NNSWLHD - General Admin Grade 3 - Storeperson

Physical Demands	
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials Infrequent	Sitting - remaining in a seated position to perform tasks Occasional
Standing - remaining standing without moving about to perform tasks Occasional	Walking - floor type: even/uneven/slippy, indoors/outdoors, slopes Frequent
Running - floor type: even/uneven/slippy, indoors/outdoors, slopes Not Applicable	Bend/Lean Forward from Waist - forward bending from the waist to perform tasks Occasional
Trunk Twisting - turning from the waist while sitting or standing to perform tasks Infrequent	Kneeling - remaining in a kneeling posture to perform tasks Infrequent
Squatting/Crouching - adopting a squatting or crouching posture to perform tasks Occasional	Leg/Foot Movement - use of leg and/or foot to operate machinery Infrequent
Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps Infrequent	Lifting/Carrying - light lifting and carrying (0 to 9 kg) Constant
Lifting/Carrying - moderate lifting and carrying (10 to 15 kg) Occasional	Lifting/Carrying - heavy lifting and carrying (16kg and above) Not Applicable
Reaching - arms fully extended forward or raised above shoulder	Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

Occasional	Occasional
Head/Neck Postures - holding head in a position other than neutral (facing forward) Frequent	Hand and Arm Movements - repetitive movements of hands and arms Occasional
Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands Frequent	Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work Infrequent
Driving - Operating any motor powered vehicle Occasional	

Sensory Demands

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

Psychosocial Demands

Distressed People - e.g. emergency or grief situations Infrequent	Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness Not Applicable
Unpredictable People - e.g. dementia, mental illness, head injuries	Restraining - involvement in physical containment of patients/clients

POSITION DESCRIPTION

NNSWLHD - General Admin Grade 3 - Storeperson

Not Applicable	Not Applicable
Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies Not Applicable	

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