

Position Description

Position Title	Equipment Library Officer
Position Number	30027504
Division	Finance and Resources
Department	Materials Management
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administration Grade 2 L1 – L5
Classification Code	HS2 – HS21
Reports to	Director - Materials Management
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Materials Management Department at Bendigo Health Care Group provides all the supply, linen and mail requirements for the group and several external healthcare providers. Staff report to the Materials Management Director who is also responsible for the management of the Equipment Library, Bendigo Health Linen Exchange and the delivery of mail within the group.

The Materials Management team is responsible for replenishment and demand management to ward, purchasing and distribution of high quality, cost effective medical supplies to the Bendigo Healthcare Group and several other external healthcare providers within the Loddon Mallee Region.

The Equipment Library Officer role is to provide prompt and effective administration, supervision and reporting requirements for the Equipment Library located in the Materials Management Department, Bendigo Health Care Group

Responsibilities and Accountabilities

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Responsibilities

- Complete a daily sweep of the hospital to collect any equipment excess to unit requirements and return to the library
- Provide ongoing support and education to Spotless staff to ensure timely deliveries of equipment from the Library to the clinical areas and returned when not in use
- Provide support to Bendigo Healthcare staff to assist them in utilising the Real Time Location System(RTLS) asset management system
- Ensure the Equipment Library is organised, stocked and labelled
- Work with ICT, Biomed, Finance and Materials Management Departments to ensure all required Ensure that equipment requiring repair is logged through the QFM Helpdesk
- Provide ongoing communication to both Bendigo Health and Spotless staff of Library news
- Work closely with the clinical Product Adviser to review equipment requirements for Bendigo Health
- Provide clerical and computer support to ensure accurate data record keeping
- Provide telephone customer service support to the Equipment Library
- Maintain associated records in RTLS database
- Maintain associated excel spreadsheets
- Run daily, weekly, monthly reports as required
- Arrange for Laundering of Special items and return of these to the Library with Spotless
- Provide support to ensure the consignment stock located in Equipment library is correct
- Assist with other duties as required
- equipment is tagged and working with the RTLS asset management system

Key Selection Criteria

Essential

1. Completion of Year 12 Secondary School
2. Previous experience in a Healthcare
3. Physically capable of performing manual handling activities
4. Demonstrated computer skills using a variety of applications
5. Excellent communication skills and ability to solve problems
6. Demonstrated ability to work as part of a team and unsupervised

Desirable

7. Ability to meet deadlines and prioritise delegated tasks within set time frames
8. Motivated and enthusiastic with a positive attitude

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.