# Position Description

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| Position Title | Imprest Coordinator |
| Position Number | 30101045 |
| Division | Finance and Resources |
| Department | Materials Management |
| Enterprise Agreement | Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2025-2027 |
| Classification Description | Storeperson Advanced |
| Classification Code | GK6 |
| Reports to | Supply and Loading Dock Manager |
| Management Level | Non Management |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | • National Police Record Check<br>• Drivers Licence<br>• 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 role of the Imprest Coordinator is to coordinate a scanned inventory solution across Bendigo Health and to oversee this function ongoing.
The Imprest coordinator role is part of a team of Imprest coordinators managing a range of storage areas within the Bendigo Health. Imprest work/maintenance in areas will be project based.

The role will also be required to work in warehouse and assist in the receipt of goods, unpacking, checking, computer entry, shelf stocking, and picking.

## 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

- Work closely with Supply management to identify all items requiring imprest management and complete required functions in FMIS to create barcodes to ensure supply of goods.
- Ensure all imprest levels are maintained against approved levels and that all items have barcodes affixed to storage locations.
- Work with the Supply & Loading Dock Manager to ensure that a rostered replenishment cycle is adhered to including scanning and restocking.
- Work with the Supply & Loading Dock Manager or Delegate to ensure sufficient staff are familiar with the imprest areas to perform the scanning function.
- Undertake the full range of store person duties as they relate to receiving, computer entry, shelf stocking, scanning, stocktaking, housekeeping, picking and delivery.
- Work closely with the Supply & Loading Dock Manager and Director of Materials Management to manage continuity of supply in the event of short and long term backorders.
- Undertake a range of administration duties including assisting with customer and general enquiries.
- Ensure compliance to BHCG safety standards.
- Comply with the set policies and procedures for handling medical stores.
- Other duties as directed by the Supply & Loading Dock Manager and or the Director Materials Management.

## Key Selection Criteria

### Essential

1. Previous experience with a Materials Management Software system
2. Previous experience in a Healthcare, warehousing or fast-moving consumer goods
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
7. Motivated and enthusiastic with a positive attitude

## Desirable

8. Ability to meet deadlines and prioritise delegated tasks within set time frames

# 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.*