

Position Description

Position Title	Advanced Store Person
Position Number	30025686
Division	Finance & Resources
Department	Materials Management
Team	Supply and Loading Dock
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Advanced Store Person
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

Bendigo Health

With more than 4,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Finance and Resources

The Finance and Resources Division is responsible for financial functions, including reporting, budgeting, forecasting, performance monitoring and analysis, together with our procurement, materials management and facilities functions. These are essential non-clinical services providing high-quality support, advice, monitoring and compliance functions.

The team are focussed on delivering the strategic vision within their responsibilities and on assisting the organisation operationally.

Materials Management

The Materials Management team is responsible for the management of Bendigo Health's supply and loading dock, linen exchange and delivery of mail within the group.

The Supply team is responsible for the 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 Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

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 role of the Store person is to assist in the receipt of goods, unpacking, checking, computer entry, shelf stocking, picking, delivery, imprest replenishment, loading trolleys or truck, driving and delivery to customers and departments of the Bendigo Health Care Group.

Responsibilities and Accountabilities

Key Responsibilities

- Undertake the full range of store person duties as they relate to receiving, computer entry, shelf stocking and stock rotation, scanning, stocktaking, picking and delivery.
- 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 and Loading Dock Manager.

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.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a

responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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 Selection Criteria

Essential

1. Completion of Year 12 Secondary School
2. Previous experience in a Healthcare, Warehousing and or Fast Moving Consumer Goods environment
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

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Influenza Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with the Bendigo Health's various infection control policy and procedures. All staff are required to have a current influenza vaccination prior to commencement at Bendigo Health.

Drivers Licence A current Victorian driver's licence is required for this position.

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.