

## Position Description

<b>Position title</b>	Inventory Supervisor – Perioperative Services
<b>Department / Division</b>	Supply Chain, Corporate Services
<b>Classification</b>	General Services Supervisor GN1
<b>Position reports to</b>	Supply Chain Manager
<b>No. of direct &amp; indirect reports</b>	2 FTE
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

ROLE CONTEXT
<p>The Inventory Supervisor – Perioperative Services will lead a team in ensuring all clinical consumable ordering, replenishment and inventory management practices take place within the Perioperative departments at the Royal Children's hospital, including Operating Theatres, Anaesthetics, CSSD, Cardiology, and Perfusion.</p>
ROLE PURPOSE
<p>The purpose of the Inventory Supervisor is to ensure that that critical medical supplies are readily available to operating theatre and associated departments. The role manages the day-to-day ordering process across all platforms including Coupa and Imprest, to ensure adequate inventory is available within departments. The role will manage warehouse and inventory best practices.</p>
KEY ACCOUNTABILITIES
<p><b>Inventory &amp; Order Management</b></p> <ul style="list-style-type: none"> <li>• Manage Imprest and Coupa ordering schedules for all perioperative departments to ensure orders are placed within established timeframes.</li> <li>• Review ordering schedules on a regular basis to ensure critical and high-turnover inventory is maintained</li> <li>• Ensure barcodes and product labelling is current, Work with purchasing and clinical teams to action product updates and changes.</li> <li>• Work the supply chain manager and clinical leads in reviewing inventory par levels. Provide clinical staff with the necessary reports and data to make decisions related to inventory</li> <li>• Implement inventory management best practices (such as stock rotation) in each storeroom with the view to reduce waste in clinical areas.</li> <li>• Ensure storeroom, bay, shelf, and bin locations have the correct labelling and controls are in place to maintain the storerooms. Implement location catalogues to ensure goods can be found efficiently</li> <li>• Contribute to projects related to inventory such as item/range rationalisation.</li> <li>• Analyse and provide feedback on inventory reports; utilise data insights in operational decision making</li> <li>• Manage back order and open order reports providing lead time notifications to end users and escalating shortage risks to suppliers and / or purchasing teams</li> <li>• Support duties on the floor to provide support to the team (eg. During staff leave)</li> </ul> <p><b>Team Management:</b></p> <ul style="list-style-type: none"> <li>• Supervise a team of store-persons, fostering a culture of high performance and continuous improvement.</li> <li>• Coordinate and delegate tasks to ensure efficient workflow and timely completion of all ordering activities.</li> <li>• Conduct regular performance reviews, provide constructive feedback, and develop training programs to enhance team skills.</li> <li>• Ensure cross-training of all staff across all designated areas and functions.</li> <li>• Assist with the recruitment, training, and onboarding of new staff.</li> <li>• Ensure adequate staffing levels are maintained in all service areas to meet department demands. Allocate resources accordingly to cover off activities during staff leave.</li> <li>• Work alongside supply chain management staff to ensure adequate resourcing across the supply chain team. Cover supervisor duties across the group when required to do so (ed. During staff leave).</li> </ul>

### **Stakeholder Collaboration**

- Engage with management on projects and initiatives such as inventory and waste reduction
- Drive a continuous improvement mindset with the wider supply chain team. Work with other management staff on process improvements.
- Liaise with and maintain positive working relationships with clinical head of departments and staff

### **Compliance and Safety:**

- Ensure all team activities comply with Hospital policies, industry standards, and regulatory requirements.
- Promote and enforce a safe working environment, conducting regular safety training and audits.
- Investigate and report any safety incidents or near misses, implementing corrective actions as necessary.
- Contribute to workplace health and safety briefings and meetings providing input on safety requirements.
- Assist with contributing to the Supply Chain Team Risk Register and work on actions to mitigate risks.
- Maintain an equipment register with detailed logs of equipment audits and preventative maintenance schedules.

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Demonstrated commitment to work and contribute as part of a team
- Demonstrated proficiency in the use of established administrative processes
- 1-2 years' experience working in inventory and/or warehouse management roles.
- Experience with ordering systems such as FMIS, Coupa and Imprest
- Organisational and planning skills with ability to prioritise workload and competing demands.
- Well-developed verbal communication, interpersonal skills, and attention to detail with the ability to interact with a variety of stakeholders.
- Strong customer service with the demonstrated ability to maintain key working relationships across the organisation and ensuring a high level of service to stakeholders
- Set expectations, delegate effectively and manage a small team

### Desirable:

- Perioperative/Operating theatre exposure or experience within a non-clinical focus
- An understanding of the healthcare sector and knowledge of clinical inventory best practices
- Tertiary qualifications and relevant industry experience

## KEY SELECTION CRITERIA

- Strong customer service with the demonstrated ability to build and maintain key working relationships across organisation and ensuring a high level of service to customers
- Demonstrated ability to cooperate and work well with others in the pursuit of team goals
- Strong organisational skills
- Well-developed verbal communication and interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Ability to handle confidential and sensitive information with discretion
- Ability to follow standard operating procedures, analyse situation and or information, clearly and accurately communicate information
- Highly developed organisational and planning skills
- Ability to work with initiative, autonomy and as part of a team

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

Sep 2025

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