

Position Description

Position title	Store Person
Department / Division	Procurement and Supply Chain
Classification	Class: GK6 Award: 04
Position reports to	Operational: Terry Fairweather Professional: Manesh Govind
No. of direct & indirect reports	NA
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	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
The Royal Children's Hospital's (RCH) vision is A world where all kids thrive. 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. 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. 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 https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT (Optional)

ROLE PURPOSE

The Store person role forms part of the stores/supply team and contributes to the overall service delivery to RCH via Imprest ordering, inbound goods, and final delivery to end-users. The role will provide support to all areas of the stores function as required. The role will also play a critical role in safety initiatives such as traffic management.

KEY ACCOUNTABILITIES

The Store Person will work across the following areas:

Imprest Scanning and Delivery

- Be familiar with Imprest storerooms around the hospital. Maintain good working relationships with clinical staff. Assist clinical staff with any queries regarding orders.
- Maintain good warehousing practices such as ensuring stock is rotated, expiring/expired stock is removed, and all items are put-away in their correct location.
- Stocktake and scan orders into the Imprest ordering system, work to a deadline ensuring orders are placed before the cut off.
- Ensure orders are placed accurately and according to the stock on hand and the par level. Escalate any changes required to stock levels through to the relevant clinical staff members.
- Receive, sort, and route all Imprest deliveries daily. Deliver Imprest goods to the relevant storeroom location, ensuring items are put-away in their correct shelves and bins. Ensure stock is put away before the next scan is conducted.

Coordination of the Loading Bay

- Assist with the co-ordination of traffic in the loading bay, (including ensuring only approved delivery vehicles use the bay, and directing traffic to ensure the most appropriate bays are used).
- Ensure that all RCH staff and suppliers follow the Traffic management procedure and all other applicable Health and Safety guidelines whilst on the loading bay.
- Ensure the loading bay is kept clean, tidy, and uncluttered.
- Direct pedestrian and vehicle traffic when required to do so.

Inbound Goods and delivery to End-Users

- Accept and receive deliveries on the loading dock including breaking down pallets and boxes. Ensure physical goods are received in good condition. Check to ensure physical goods match what is detailed on delivery dockets and invoices.
- Receipt goods into the Coupa purchasing system against the relevant purchase order. Route deliveries through to the staging area in the loading bay
- Deliver goods to end-users ensuring the correct delivery points are noted and items are dropped off at the correct location. Obtain proof-of-deliveries.

Supporting the Stores team as required

Tasks may include, but are not limited to:

- Working on process improvement projects to improve the operations of the Stores area.
- Undertake stock counts on inventory that is held onsite.
- Data entry including the entering of orders into systems such as Coupa and Oracle FMIS
- Track and follow up urgent or expedited items. Deliver goods across the Hospital

QUALIFICATIONS AND EXPERIENCE

• **Essential:**

- Demonstrated experience working in roles where a high attention to retail is required. Eg. working with correct item codes, locations, and expiration dates.
- Experience within a fast-paced environment that can change rapidly throughout the day. Able to handle conflicting priorities and can manage time well.
- Strong work ethic with a positive attitude. Apply a problem-solving mind-set around challenges and issues.
- Excellent customer service and great team player

Desirable:

- Inventory management and / or purchasing system knowledge.
- Previous experience working within a clinical or hospital environment

KEY SELECTION CRITERIA

- Demonstrated ability to cooperate and work well with others in pursuit of team goals.
- 'Can do' customer focused attitude and flexible approach to balancing competing demands and conflicting priorities.
- Well-developed attention to detail and problem-solving skills.
- Able to demonstrate a committed attitude to work
- Effective computer skills in basic word processing, spreadsheets, email and internet.

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 LGBTIQI community and people with disability.

Position description last updated

January 2024