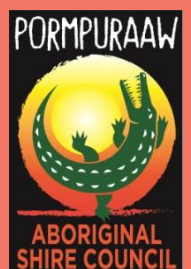


Candidate Information Pack

Pormpuraaw Aboriginal Shire Council

Storeman Team Leader



About Pormpuraaw

Thank you for considering employment with the Pormpuraww aboriginal Council (PASC)

Pormpuraaw is a remote Aboriginal community in Far North Queensland. It is situated on the Western Cape York Peninsula. The community is located approximately 500km's south of the tip of Australia and near the Edward River. It's managed by a Deed of Grant in Trust under the Local Government (Community Government Area) Act 2004.

Pormpuraww is know for being a peaceful community, the area has gorgeous beaches, magical sunsets and some of the best fishing in Australia .

Available services at Pormpuraaw include, a post-office, primary school, library, supermarket, regional airport, guesthouse accommodation and an aged care facility sports club– just to name a few.

Pormpuraaw is serviced by 2 airlines with daily weekday services available. Local Fares are available to workers and residents after 12 of living in community. With local fares from \$200 return.



About Council

Pormpuraaw Aboriginal Shire Council has an elected Council which is democratically voted by their local people. The Council is made up of the Mayor and four Councillors, who each are assigned the Deputy Mayor role each quarter. Sitting under the Council in the corporate structure is the Chief Executive Officer who oversees four Executive Managers (Corporate, Operations, and Community & Environment).

The Council provides essential services to the people in the community and is the main employer.

Creating local employment is a priority for the Council.

Organisational

Structure

CEO

Executi
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Manage

Rangers

Environmental
Health

Waste Collection

Airport

Building
Operations

Plumbing

Parks & Gardens

R & M Housing

Workshop

Roads

WHS

Admin Stores

Guest House

Finance

Human
Resources/Payroll

Library

Agecare

Centrelink

Post Office/
Cashier

Library

Justice Centre

About the Role

Reporting to the Executive Manager of Corporate Services, the Storeman Team Leader is responsible for the efficient and effective operation of our Admin Stores.

Based in the beautiful seaside community of Pormpuraaw, the ideal person for the role will enjoy maintaining accurate records, managing inventory and assisting with preparation of financial statements and reports.

This hands-on role will work closely with Managers and staff to ensure appropriate stock levels are maintained and to eliminate delays in undertaking projects and programs due to material shortages.

Skills and Experience

To be successful in this role you must have:

- Demonstrated extensive background working in Stores and Warehouse environment
- Ability to oversee the daily operations and maintenance of the Admin Store, including staff supervision and mentoring.
- Experience in undertaking annual stock takes, and maintaining accurate records for the maintaining of stock, materials, goods etc.
- Strong Administration and computer skills, experience with Synergy will be highly regarded
- Forklift License
- Operating in High-Risk License
- A construction white card or interstate equivalent
- Blue Card
- National Criminal History Clearance
- A current “C” Class Driver’s Licence

We are seeking a passionate employee with integrity, who honours the respect and trust invested in them by PASC. We all work within the framework of the Local Government Act, and therefore as a local government officer are bound to ensure that all our actions and decisions are made honestly, transparently, with integrity, following due process.

Please refer to the position description for more detailed explanation of the position’s duties.

Why Work for Council?

We value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We offer career progression, flexible working hours, training and skills development.

If you are looking for a work life balance, where you can make a real difference to the community then PASC is the place for you.





Application Process

Your application

Applications for this position should consist of two sections:

1. Your CV detailing your employment history, educational qualifications and contact details
2. A summary outlining your relevant experience and achievements, relatable to all of the selection criteria outlined in the Position Description document.

The Position Description document outlines the application requirements for the job that you are applying for. This document will be available for download via the councils Career Page — Career Opportunities.

The Selection Process

Search and Advertising

You may be contacted for further discussion on your application during the search and advertising phase that takes place.

Application Review and Short listing

After the search and advertising phase, a shortlist of candidates is produced based on application data and screening content. Screening may involve phone interviews, to clarify detail and compile a more comprehensive profile of your application.

Applicants will be contacted if they have made it to the next stage of the recruitment process.

Interviews

If selected for interview, you will be contacted in advance to arrange a suitable time to attend.

Reference Checks

At the appropriate time, information may be sought from your nominated referees. We will inform you if we wish to contact your referees so you have adequate time to advise them.

Background Checks

For some positions it may be necessary to verify information you have provided (eg Educational qualifications), or to undertake certain pre-employment checks (eg criminal conviction check, pre-employment medical assessment). These checks will be conducted on the preferred applicant(s) only.

How to Apply

Applications can be lodged by Emailing HR@pompuraaw.qld.gov.au or via the Seek website:

Progress of your application

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the contact Simone Ferris in Human Resources

Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application being excluded.



POSITION DESCRIPTION

POSITION: Admin Store Team Leader

OBJECTIVES OF THE POSITION

- Maintain and run Council's store in an efficient and effective manner in accordance with Council policy.
- Assist with the efficient function of the procurement section including stores and accounts payable, in line with statutory requirements, the procurement policy and Council's customer service framework.
- Process the requisitions of Council in line with procurement policy requirements and in a timely fashion
- Assist with obtaining quotations for procurement as required.
- To safeguard all stock and material assets of the Council.
- To ensure that an appropriate stock, stores and materials system is in place (ordering, delivery, recording, issuing, stocktaking etc.) this meets council's requirements and compiles with relevant legislation and accounting standards.
- To ensure that materials are on hand and in stock for use in emergency situations: building materials, white goods, tyres, etc.
- To work in close cooperation with the Executive Management to eliminate delays in undertaking programs due to material shortages.
- To provide accurate inventory information to council's Finance Team which is required for the preparation of financial statements and reports.
- Ensure that workplace, health and safety requirements are being adhered to.

PRINCIPAL ACCOUNTABILITIES

1. Assist and work in close co-operation with the Executive Manager of Corporate Services (EMCS) to achieve objectives.
2. Identify and respond to the cultural and specific needs to clients, exercising an understanding of the social issues;
3. Provide timely responses to clients, contractors and government departments;
4. Maintain accurate records.

STAFF REPORTING TO THIS POSITION 2

DUTIES AND RESPONSIBILITIES

- He/she shall work in close cooperation with the Executive Manager of Corporate Services in the development of an appropriate stores/warehouse system for the control, management and safekeeping of stock, materials, goods etc.
- He/she shall strictly observe the Council guidelines/procedures and procurement policy.
- Responsible for the ordering of stock and stores items which are to be housed in the Admin Store.

- The Admin Store Team Leader is responsible for entering Council requisitions for procurement in a timely manner and ensuring they adhere to the procurement policy.
- Responsible to assist with the procurement of quotes for other departments.
- On receipt of goods taken into store, update the stock item bin cards.
- Goods are only to be issued from the store by means of a stores requisition. The form is to provide details of job costings.
- Stores issue dockets are to be prepared for all items issued from the store, the dockets are to be signed by the person receiving the goods. Store issues should contain details of the items issued, the quantity, the job costing and the bin card balance. Copies of all dockets are to be provided to council's office on a weekly basis.
- A daily summary of: stores received and issued is to be prepared and delivered to council's office on a weekly basis.
- Returns to the store are to be recorded and included in the daily summary of stores received and issued and bin cards adjusted.
- Undertake internal stocktakes on a regular basis to ensure the accuracy of records
- The Admin Store Team Leader is to carry out an annual stock take of all stores items. The stock take summary should be reconciled with council's accounting records, all write/offs of stock are to be approved by council and the certified stock listing is to be retained for audit purposes; and
- He/she shall carry out such other duties as the EMCS may direct from time to time.

REQUIREMENT OF ROLE

- Qld Driver's License
- Forklift & High Risk License
- Clear National Criminal History Check

ORGANISATIONAL ENVIRONMENT

The effective performance of the Admin Store is critical for achieving Council's objectives. The future direction of the Council is a challenging one, requiring a proactive and innovative approach to the service and will work closely with the EMCS and other staff to ensure that outcomes of Council are achieved.

EXTENT OF AUTHORITY

Appropriate delegation of authority has been granted to the EMCS by the CEO to make judgements and decisions which will allow the Stores division to operate effectively and efficiently. Delegations include:-

- The taking of any reasonable action to carry out the responsibilities of the position.
- Ensuring that employees act in accordance with legislative requirements and council's policies.
- Authorise expenditure in accordance with approved delegations and council's budgets and;
- To make decisions on all matters delegated to the position.