


JOB AND PERSON SPECIFICATION

Title of Position: Storeperson
Classification: WSE4
Location: Port Augusta Prison
Reports To: Team Leader Finance

CORRECTIONAL SERVICES
Position No: Various
Division: Statewide Operations

JOB AND PERSON SPECIFICATION APPROVAL


..... 16/11/2023
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Storeperson is accountable to the Business Centre Manager for the provision of receipt, storage and distribution functions which facilitates an effective delivery of service within a prison whilst maintaining high standards of inventory control and security.

KEY STAKEHOLDER INTERACTION

The Storeperson is accountable to the Business Centre Manager through the Team Leader Finance for the compliance of policies and procedures with regard to the appropriate Procurement, Fraud and Risk Management legislation, Financial Management Framework, Departmental Policies and Procedure, Treasurer's Instructions and the Public Finance & Audit Act 1987.

BRANCH PROFILE

Port Augusta Prison is situated at the head of the Spencer Gulf, 300 kms north of Adelaide and in close proximity to the spectacular Flinders Ranges.

As the largest prison in South Australia, Port Augusta has facilities and capacity to provide services, development and work opportunities for up to approximately 625 low, medium and high security prisoners. Many of the state's Aboriginal prisoners are accommodated here due to the prison's proximity to the Tribal Lands of the far north of South Australia.

Port Augusta Prison employs approximately 360 staff, comprised of Operational, Site Services and Offender Development staff.

Port Augusta Prison also has a Prison Industries Unit that provides employment and training opportunities in horticulture, joinery, powder coating, catering, laundry and light industries, spray painting and metal fabrication.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

The Storeperson will undertake a range of duties to provide an effective and efficient receipt, storage and distribution service to the institution by:

- Receiving and issuing all supplies to designated areas within the Prison complex.
- Unloading and storing goods to enable appropriate manual handling and with minimal waste.
- Maintaining strict security controls and housekeeping practices to prevent contamination, damage, perishing and theft.
- Entering details of stock items issued to maintain an account of stock on hand.
- Assessing inventory stocks, recording replenishment quantities and delivering to respective locations.
- Decanting of chemicals and labelling containers accurately.
- Monitoring and recording details for compliance to HACCAP system.
- Undertaking stock takes and adhering to protocols for controlling movement of stock and equipment within the institution.
- Assisting with the relocation of equipment to accommodate the institutions needs.
- Maintaining documentation in relation to officer clothing.
- Use of heavy plant as required.
- Undertake all tasks associated with Canteen operations.

Contribute to the Asset Management system by

- Labelling/Engraving assets with appropriate data.
- Completing asset forms for new, transferred and deleted assets.
- Assisting in the disposal or salvage of unserviceable, surplus and antiquated plant and equipment as directed by the Procurement Officer.
- Recording and tracking of assets moving within and out of the institution including when repairs and maintenance occurs.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Forklift Licence

Desirable: MR Drivers Licence

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to deliver of quality customer service.
- Demonstrated ability to communicate effectively with people at all levels.
- Ability to maintain and encourage a team approach by displaying high morale and a positive and supportive outlook when interacting with other members.
- Proven ability in organising, prioritising and coordinating high volumes of work, working with limited supervision and maintaining accuracy in meeting set timeframes.
- Demonstrated use of initiative and self motivation
- Ability to be flexible and adapt to workplace changes.
- Ability to adhere to policies and procedures.
- Knowledge of and adherence to Manual Handling procedures.

Desirable Criteria

- Knowledge and experience of government procurement processes and procedures
- Knowledge and understanding of safe chemical management.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.