



## JOB AND PERSON SPECIFICATION

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<b>Title of Position : Storeperson</b>	<b>CORRECTIONAL SERVICES</b>
<b>Classification : WSE 04</b>	<b>Position No: M30124</b>
<b>Location : Northfield Distribution Centre, Northfield</b>	<b>Division : Community Corrections and Specialist Prisons</b>
<b>Reports To : Adelaide Womens Prison/Adelaide Pre-Release Centre Industries Manager</b>	

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### JOB AND PERSON SPECIFICATION APPROVAL

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**Chief Executive or Delegate**

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### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Storeperson WSE4 is operationally accountable to the Industries Manager for the provision of receipt, storage and distribution functions which facilitate 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 Industries for the daily operations of the storage and distribution functions within a geographical region.

The Storeperson is indirectly accountable to the Business Centre Manager through the Team Leader, Finance and works collaboratively as a virtual member of the Business Centre for the Region in compliance with policies and procedures relating to the appropriate Procurement, Fraud and Risk Management legislation, Financial Management Framework, Treasurer's Instructions and the Public Finance & Audit Act 1987.

The occupant works closely with Canteen, Prison Industries staff, Custodial Managers and staff within the institution for the geographical region,

#### BRANCH PROFILE

Adelaide Women's Prison / Adelaide Pre-Release Centre are situated within the metropolitan area of Adelaide approximately 10 kms north of the Adelaide CBD. Adelaide Women's Prison has facilities and capacity to provide services, education, development and work opportunities for female prisoners. It has a prisoner industry facility with Custodial Specialist staff to enhance and support rehabilitation of offenders. The Adelaide Pre-Release Centre is a low security institution which provides domestic type accommodation for a maximum of 104 low security male/female prisoners who are working towards their release from the institution, through various pre-release programs, inclusive of education, work and social activities.

Adelaide Women's Prison / Adelaide Pre-Release Centre also has an Industries unit that provides employment, training and skills development opportunities in horticulture, textiles, maintenance and warehousing.

#### 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.
- Section 77Q, Section 77R and Section 77S of the Correctional Services Act, 1982.

**KEY AREAS OF ACCOUNTABILITY**

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 chemicals and labelling containers accurately
- Monitoring and recording details for compliance to HACCAP system
- Undertaking stocktakes and adhering to protocols for controlling movement of stock and equipment within the institution
- Assisting with the relocation of equipment to accommodate the institution's needs
- Maintaining documentation in relation to officer clothing
- Monitoring tasks performed by prisoners located in the Store (where applicable)
- Driving the truck as required

**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 an authorised 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: HR truck licence

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**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.
- General knowledge of storage systems relating to a wide range of commodities.

**Desirable Criteria**

- 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.