



## JOB AND PERSON SPECIFICATION

<b>Title of Position:</b>	Casual Storeperson	<b>CORRECTIONAL SERVICES</b>
<b>Classification:</b>	WSE3	<b>Position No:</b>
<b>Location:</b>	Northfield Distribution Centre	<b>Division: CC and SP</b>
<b>Reports To:</b>	Manager, Industries AWP/APC	

### JOB AND PERSON SPECIFICATION APPROVAL

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**Chief Executive or Delegate**

### **JOB SPECIFICATION**

#### **KEY PURPOSE OF THE POSITION**

Under general direction, the Storeperson is responsible to the Manager, Industries AWP/APC through the Correctional Industry Officers (CIO's) for receiving and unloading of inwards goods, storage, prompt delivery of goods, including fresh produce, stock checking, advice on discrepancies, store cleanliness, dispatching of outwards goods and recording of transactions.

#### **KEY STAKEHOLDER INTERACTION**

Responsible to the Manager, Industries AWP/APC with day to day supervision by the Correctional Industry Officers (CIO's) performing in a team environment within the Stores Complex, liaises with Managers, Custodial Staff, Industries and Central Office staff, service providers and customers.

#### **BRANCH PROFILE**

Adelaide Women's Prison and 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 up to 140 female prisoners. It has a prisoner industry facility with Custodial Specialist staff to enhance and support rehabilitation of offenders and is staffed by approximately 90 employees.

The Adelaide Pre-Release Centre is a low security institution which provides domestic type accommodation for a maximum of 80 low security prisoners who are working towards their release from the institution, through various pre-release programs, inclusive of education, work and social activities. The Centre's staffing is approximately 32.

#### **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 position is located at Northfield Distribution Centre and has regular direct contact with prisoners.
- Duties involve manual handling.
- 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.

#### **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**

- 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.

Contribute to the effective provision of procurement functions by:

- Receipting, storing and delivering essential commodities.
- Despatching goods, including non-stock lines and daily fresh produce to different areas within Adelaide Women's Prison, Adelaide Pre-Release Centre and Yatala Labour Prison and completing accompanying paperwork promptly and accurately.
- Maintaining and checking stock and dispatch of stock, recording information, and reporting shortages and discrepancies promptly.
- Checking that requisitions and orders for compliance, accuracy and correct authorisation.
- Maintaining filing and recording systems.
- Recording new assets and disposal or salvage of items and equipment.
- Assisting in the Canteen to provide an efficient and effective service to the Institutions
- Participating in a team environment to provide supply functions, using regular communication, and attending training as required.
- Complying with departmental and prison policies and procedures.
- Participating in promoting awareness of and compliance with Equal Opportunities Principles and Practices.
- Working in a safe manner and ensuring warehouse order and cleanliness.
- Undertaking awareness and training in HACAP, health and safety regulations, policies and workplace procedures.
- Wearing appropriate personal equipment, following instructions and maintaining equipment.
- Contributing to the workplace inspection process.

**QUALIFICATIONS**

Essential: Forklift licence

Desirable: HR truck licence

**PERSONAL CRITERIA****Essential Criteria**

- Ability to deliver quality customer service.
- Ability to communicate effectively with people at all levels.
- 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.
- General knowledge of storage systems relating to a wide range of commodities.
- General 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 Correctional Services Department organisational structure and the South Australian Justice portfolio.