

# Position Description

<b>Position Title:</b>	Advanced Storeperson
<b>Reports to:</b>	Manager - Supply
<b>Department:</b>	Supply Services
<b>Directorate:</b>	Capital Projects, Infrastructure & Corporate Support Services
<b>Cost centre:</b>	R2602
<b>Code &amp; classification:</b>	Storeperson Advanced (GK6)
<b>Employment conditions:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time).

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

This position is responsible for providing an effective, efficient, and reliable replenishment service to all GV Health departments, ensuring the timely availability of required stock and supplies to support safe and high-quality patient care. The role involves maintaining accurate inventory levels, coordinating stock distribution, and working collaboratively with internal stakeholders to meet operational needs.

In addition, this position contributes to the overall performance and reputation of GV Health by supporting consistent service delivery, adhering to organisational policies and procedures, and demonstrating a commitment to quality, efficiency, and continuous improvement. Through professional conduct and effective service provision, the role helps promote GV Health as a trusted and high-quality regional health service provider.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Carry out duties as per the relevant duty routines
- Using the Network Infrastructure (currently Oracle) to receive goods and distributing them to various departments and clients based on the Put Away sheets or Picking Slips
- Picking and packing goods based on the picking slips and ensure each item is stored in the proper bin location
- Replenishment of wards consumables under the Scanned Module Data System
- Keeping the Warehouse and SMDS racks clean and tidy

- Deliver goods to internal and external customers
- Maintain the accuracy of stock
- Provide a high-quality service to all customers, which reflects best practice and adds value to GV Health
- Ensure the correct items are received in good condition
- Unloading and storing goods in the appropriate areas of the warehouse
- Maintaining inventory levels, performing stock counts and reporting discrepancies
- Operating warehouse equipment such as forklifts, pallet jacks and trolleys to move goods around the warehouse
- Performing routine checks and maintenance on equipment to ensure it is safe and functional
- Adhering to safety procedures and guidelines to maintain safe work environment
- Working with other warehouse staff to ensure the smooth and efficient operation of the warehouse
- Communicating effectively with supervisor and manager regarding inventory needs, order status and any issues encountered

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## **KEY SELECTION CRITERIA**

### **Essential:**

- Sound knowledge of inventory control principles
- Accuracy with Figures
- Attention to detail
- Customer Service skills
- Ability to prioritise tasks
- Physically able to perform manual picking and packing tasks
- A valid driver's licence
- A valid Forklift licence
- The ability to work in a culturally diverse team in a multi-disciplinary environment
- Ability to adhere to procedures and standards

### **Desirable:**

- Advanced Excel knowledge
- Understanding of medical terminology
- Prior hands-on experience with Oracle FMIS

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful achievement of:**

- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Ensure Order requests and backorder file is up to date at all times
- Understand and respect the roles and functions of other members of supply Department
- Complete mandatory training requirements as define by GV Health
- Promote GV Health as a quality regional health service provider

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## ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
  - Develop and maintain collaborative relationships with all other teams and professionals;
  - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
  - Contribute to organisational quality and safety initiatives;
  - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
  - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
  - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
  - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
  - Comply with the principles of patient and family centred care;
  - Not smoke or vape on GV Health premises;
  - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
  - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
  - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Capital Projects, Infrastructure &amp; Corporate Support Services</b>	<b>Advanced Storeperson</b>
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<b>Reviewed by:</b>	Manager - Supply
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<b>Issue Date:</b>	February 2026
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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

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## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

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## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

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## OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

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## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)