

Storeperson

- **Reporting To:** Warehouse Team Leader
- **Direct Reports:** N/A
- **Business Unit:** CFO Portfolio, Supply and Logistics
- **Enterprise Agreement:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025–2027
- **Classification:** GK6

Position Purpose:

Oral Health Victoria (OHV and formerly Dental Health Services Victoria) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. OHV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities.

The portfolio of the Chief Finance Officer (CFO) includes payroll, finance, legal, risk, logistics, supply facilities and technical services support. As part of the Supply and Logistics team, this role is responsible for the efficient day to day handling of the warehouse, logistics and stock – inwards and dispatch.

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific

- Manage anticipated deliveries by utilising supply management system (SUN)
- Receive physical goods (goods inwards) ensuring accuracy of quantity and appropriate quality of goods received
- Load and unload goods including unpacking, storing/putting away all goods received
- Pick requisitioned items from storeroom inventories to fill orders, pack and dispatch sales orders (goods outwards)
- Deliver goods to OHV / RDHM and other selected sites as required
- Manage returns, ensuring they are returned to suppliers for exchange or refund
- Document / process stock receipt noting variations from purchase order in SUN6
- Document / process stock requisitions noting variations from sales order in SUN6
- Maintain warehouse in a neat and orderly manner ensuring safe working environment exists
- Conduct regular stock take ensuring minimum and maximum stock thresholds are maintained at all times
- Undertake other reasonable duties as requested, ensuring effective and timely completion

Generic:

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.

Role Requirements:

Knowledge:

Mandatory

(Include tertiary qualifications if required)

- Understanding of oral health terminology
- Knowledge of supply management systems
- Forklift and driver's license
- School certificate or equivalent qualification
- Strong understanding of safety procedures required to work in a warehouse environment
- Satisfactory working with Children's Check (Vic) *if applicable
- Valid Police Check
- Vaccination requirements as required by the Department of Health guidelines

Desirable

- Knowledge of OHV and public oral health
- Proficiency in MS Office suite of programs

Experience

Mandatory

- Stores or warehouse experience
- Experienced in handling stock and warehouse procedures
- Excellent oral interpersonal communication experience
- Ability to work autonomously with great attention to detail.
- Good organisational, planning and time management experience
- Experience in the use of supply management systems
- Experience in driving forklifts
- Experience in manual labour and in meeting physical requirements including: a variety of standing, sitting and walking throughout the day; repeated twisting at the torso while lifting and pulling inventory from shelves

Behavioural Competencies:

- | | |
|-------------------|--------------------------------|
| • Customer Focus | • Contributing to Team Success |
| • Building Trust | • Adaptability |
| • Decision Making | • Quality Orientation |
| • Managing Work | |
| • Collaboration | |