Position Description

Position Title	Stores and Purchasing Officer
Position Number	1366
Directorate	Infrastructure
Division	Civil and Transport – Plant & Fleet
Reports to	Plant & Fleet Coordinator
Grade	HILL38G7
Date Reviewed	October 2026

Primary Purpose

The Stores and Purchasing Officer is responsible for efficient and accurate acquisition, storage and issuance of materials and equipment at Council's stores, inventory control audit and record keeping supporting uninterrupted organisational operations.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will contribute to Council's vision *"Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage. We have strong connections, making the Hilltops region a vibrant place to live, work, play and invest",* promote our organisational values: **Safety, Trust, Accountability and Respect** and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Apply a central ordering system for the procurement of store items.
- Implement pre-approved purchasing agreements and organise for the supply of bulk items including and not limited to fuel, stone, emulsion, turf, cold mix, signage for all depots.
- Develop good relationships with internal customers and external suppliers, collaborating to resolve supply and or delivery issues.
- Provide data/information to assist in preparation and administration of RFQs, Tenders, Panel Tenders, quotations etc. and undertake procurement investigations to ensure best cost advantage and order goods/services accordingly, liaising with suppliers to determine suitability of goods and materials.

- Undertake general operation of Council's Stores, through periodic stocktaking, inventory control, and clerical/computer functions such as creation of purchase orders.
- Ensure the fuel management system is maintained and monitored at Council sites and for mobile units including above and underground fuel storage practices relating to spill management, fuel monitoring & general refuelling is undertaken safely.
- Undertake issuing and invoicing for gravel production from Council operated Quarries or pits into "bins" for major contracts.
- Maintain good housekeeping of the stores, ensuring these are kept clean and tidy and that access to stock is unencumbered for the safety of all stores users.
- Ensure Personal Protective equipment and First Aid supplies are up to date, control and monitor the issue and checked on regular basis.
- Ensure safety devices, rigging gear, fire extinguishers and testing and tagging of electrical plant or equipment occurs as per maintenance/ service schedules.
- Maintain a record or current store item inventory to ensure adequate goods and materials are on-hand (without overstocking) and when required, arrange for pickup and delivery of materials, products and equipment to works staff.
- Take carriage of deliveries requiring loading, unloading materials relating to projects/jobs and requiring storage at the depot(s).
- Manage sale of authorised bulk materials to the public in accordance with fees and charges.
- Understand and work within Chain of Responsibility guidelines as defined by the National Heavy Vehicle Regulator.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Certificate III in Supply Chain Operations or similar qualification, or equivalent relevant experience in a similar field.
2. Experience of 2 years or more in a stores assistant role.
3. Demonstrated ability to work with limited supervision.
4. Sound knowledge of Chain of Responsibility under the National Heavy Vehicle Register.
5. General understanding of procurement and tendering processes within Local Government.
6. Sound computer skills with knowledge of Microsoft Office, particularly Word, Excel & Outlook.
7. Forklift licence.
8. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.

2. Certificate IV in Procurement and Contracting.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:
Signature:
Date: