

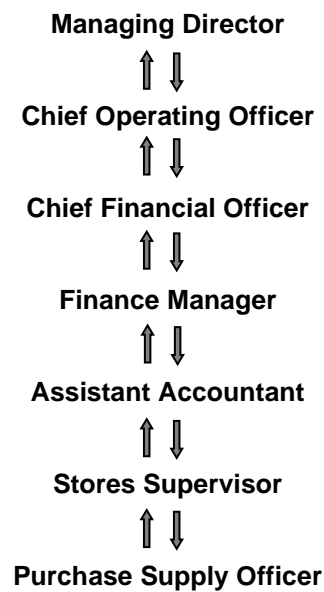


Job Description

Position Title: Purchase Supply Officer

Responsible to: Assistant Accountant
Prepared/Reviewed: July 2020

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : Fleur Le Gros _____

Manager's Signature : _____

Date : _____

Purpose of the Position

To manage both inward and outward stock movement whilst maintaining accuracy and integrity of the store/s inventory records under your direction including all associated documentation and record keeping for accounting purposes.

To order stock as required in a timely manner and to maintain appropriate stocking levels throughout the hospital. In particular to ensure theatre has appropriate available levels of stock.

To develop and maintain a professional relationship with third party carriers, courier companies, and freight forwarders ensuring our brands reputation and values are portrayed.

Ensure all stock records are kept up-to-date maintaining accuracy, with comprehensive stock takes completed two times a year.

Develop effective positive and professional relationships with all staff, suppliers and other third parties.

Ensuring safe storage and handling of all cleaning materials and compliance with relevant Material Safety Data Sheets

Follow the Policy Manual, its definitions of methods of work, standards and requirements.

Ensuring your contribution to the Stores team supports the Braemar Hospital mission.

Nature & Scope of Responsibilities

Tasks, Planning and Co-ordination

Accountabilities	Performance Measures
Stock Movements	<ul style="list-style-type: none"> • Manage all stock movements and deal appropriately with any discrepancies that arise in a timely manner. • Receive in all stock delivered to the company. Urgent and time critical, or perishable goods to be dealt with expeditiously • Carry out inspection of stock received – ensuring stock is not expired or close to expiring and checking for damage to, quantity of and quality of items received. • Enter of all stock received and match the items received to the purchase order to ensure our order requirements are fulfilled. • Approve all packing slips for payment once stock has been reconciled. • Keep accurate records for all inwards and outwards inventory movements. • Process claims where required on faulty goods, late deliveries, incorrect and short deliveries. • Report any issues relating to goods movements. • Report stock delays & back orders to the relevant HOD in a timely manner. • Find alternate supplier for stock items that are on back order or delayed that are required before ETA in consultation with the relevant HOD. • Stock semi sterile store area to appropriate levels.
Stock requests & Purchase Orders	<ul style="list-style-type: none"> • Review stock requests from BH departments on receipt. • Reviewing Stores stock & provide all departments and satellite stores locations with stock as requested on a daily basis. • Ensure checks to verify stock levels for re-ordering are

	<p>accurate and appropriate.</p> <ul style="list-style-type: none"> • Creation of purchase orders in a timely manner using software & scanners. • Ensure there are no overdue purchase orders.
Stock levels	<ul style="list-style-type: none"> • Daily review of stock levels in theatre storerooms, satellite bays & scrub bays. • Daily review of Stores stock levels • Review of wards stock levels as agreed. • Restock areas as required, maintaining stock levels within set PAR ranges. • Order stock as required
Credits and Outward Goods	<ul style="list-style-type: none"> • Ensure all faulty credit stock is returned to supplier in a timely manner • Ensure all paperwork associated with credits are complete and recorded accurately • Dispatch all outward goods using approved freight providers, processes and in a timely manner • Liaise with the Creditors clerk to ensure all credit requests are completed
Housekeeping	<ul style="list-style-type: none"> • Keep the stock room clean and tidy ensuring stock is able to be stored in a dust/dirt free environment • Remove and dispose of all rubbish daily • Keep storage of stock, fixtures, and fittings organised and tidy • Ensure credits and returns are labelled, kept in a separate location and managed efficiently to avoid any build-up of inventory. • Keep an organised area for any relevant empty boxes that are required for stock/equipment returns • To be responsible for the goods in / out / stores areas to comply with Health and Safety, security requirements, and to generally maintain it in a tidy and orderly way.
Other	<ul style="list-style-type: none"> • To assist with regular stock takes when required. • Adhere to company policies • Any other ad hoc tasks that arise at the request of the Financial Accountant • Strive to be positive, supportive and constructive at all times • Create clear and effective communication pathways • Deliver on commitments • Support all of the team to ensure the achievement of goals. • Undertake any internal / external training as required. • To undertake any other duties, from time to time, as can be reasonably requested by BH. • Action expired/obsolete items monthly after approval from the Property Services Manager. • Advise the appropriate HOD of any stock nearing its expiry date. • Maintain and update stock barcodes to comply with the scanning system.
Clothing	<ul style="list-style-type: none"> • All personnel entering the operating suite area will apply hat, shoe covers and scrubs while working at all times

Appearance, manner, work approach and Team work	<ul style="list-style-type: none"> • A professional approach with a cooperative disposition towards other staff and customers • Always wear the uniform provided while in the hospital and while on duty. • Be neat and tidy in appearance • Be prompt for shift start times, and ensure store is open to finish hours • Be available for additional rostered work and at short notice (to cover sick leave and the like) • Complete the kiosk roster on the computer authenticating your shifts and including appropriate notes for all variances, while also dealing with any “red clocks” promptly • Build and maintain productive working relationships • Behaviour demonstrates BH values
--	--

Education / Orientation / Health & Safety	
Accountabilities	Performance Measures
Training and Development	<ul style="list-style-type: none"> • To undertake willingly and with a sense of purpose, any training that is required for individual training and development needs • To be conversant with the Material Safety Data sheets, and all safety and health requirements
To participate in and comply with the requirements of the Health & Safety at Work Act 2015 (and any amendments) and associated Braemar policies	<ul style="list-style-type: none"> • Work practices ensure safety for self and others. • Advice or assistance is sought before commencing any unfamiliar work practice. • Hazards are identified, control plans documented, and hazards eliminated, minimized or isolated. • Comply with BH incident reporting policy. • Emergency management procedures and compulsory / compliance education and training completed. • Continually review own practice and report incidents of risk, e.g. blood / body fluid spills, cleaning solutions i.e. iodine spills onto the carpet, vinyl; and report any sharps in the rubbish bins / bags etc) • Adopt safe work practices at all times • Handle all chemicals according to manufacturer's guidelines

Continuous Quality Improvement	
Accountabilities	Performance Measures
To actively contribute to Continuous Quality Improvement activities within the service	Contribute to the service's continuous quality improvement by: <ul style="list-style-type: none"> • Identifying improvement opportunities. • Notifying the Financial Accountant of these opportunities • Participating in the service's quality improvement activities • Providing excellent customer service • Complying with standards • Being responsive to staff requests

Staff Reporting	
Direct Reports	Nil

Relationships	
Internal	<ul style="list-style-type: none"> • Fellow Purchase Supply Officer • All staff • Assistant Accountant • Stores Supervisor • Theatre Manager
External	<ul style="list-style-type: none"> • Suppliers • Courier companies • Freight forwarders

Person Specifications	
Education	
Essential	<ul style="list-style-type: none"> • Fifth form certificate / NCEA Level 1
Desirable	<ul style="list-style-type: none"> • Completed Seventh form / NCEA Level 3 • Computer studies • Logistics qualification
Training and Experience	
Essential	
Desirable	<ul style="list-style-type: none"> • One plus year's inventory control and logistical experience within • a hospital environment • Experience in inventory systems • Knowledge of hospital products & terminology
Competencies	
Professional Skills	<ul style="list-style-type: none"> • Attention to detail • Methodical and process orientated • Effective communication skills • Ability to clean, tidy and organise • Strong documentation skills • Good time manager
Personal Skills	<ul style="list-style-type: none"> • Physically fit and strong, capacity to lift up to 20kg • Self Sufficient / Independent • Cheerful disposition • Team Player • Initiative and Drive • Accountable / Resolute • Flexible and Adaptable • Reliable • Committed • Confident

	<ul style="list-style-type: none">• Methodical• Tidy• Organised• Works to personal high standards
--	--