

INVENTORY AND OPERATIONS SUPPORT TRAINEE – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

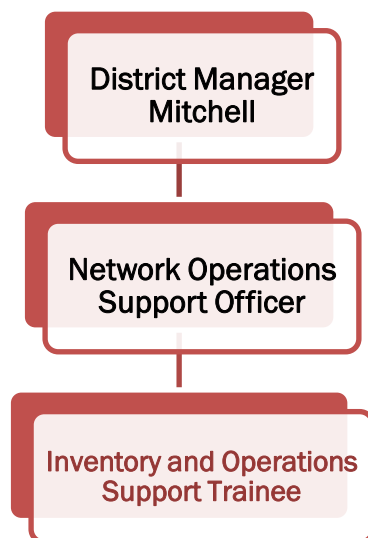
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Inventory and Operations Support Trainee	Effective Date:	October 2024
Department:	Service Delivery	Job Location:	Mitchell Depot
Reports To:	Network Operations Support Officer	Supervises:	Nil
External Contacts:	Consulting engineers, contractors, consumers, the general public, East Gippsland Shire, material and equipment suppliers, other water corporations and statutory bodies.		
FTE Classification:	1.0	Position Number:	TBC
Prepared By:	People, Safety, and Culture; District Manager Mitchell	Approved By:	General Manager Service Delivery

ORGANISATIONAL CHART



ABOUT THE ROLE

The dynamic role will be responsible for assisting with the ongoing management and coordination of inventory across all operational departments, including:

- Managing stock control using relevant inventory software to prepare and record stocktakes, inventory distribution, receiving, and issuing of goods, materials, and equipment.
- Organizing the distribution of goods, materials, and equipment to sub-store locations via courier.
- Sourcing suppliers and obtaining quotations in accordance with relevant procurement policies.

In addition to inventory management, the role will also assist the operational department in the management of:

- Asset creation and disposal processes.
- Coordination, distribution, and notifications of power outage interruptions.

WHAT YOU WILL BE DOING

Inventory Management	<ul style="list-style-type: none"> • Be able to receive, store, and issue goods, materials, and equipment using relevant finance software. • Assist with the management of stock levels to maintain adequate inventory of essential items used in the repair and maintenance of water and wastewater assets. • Assist with the distribution of goods to sub-store locations through the use of couriers. • Assist and provide support with procurement, following relevant policies and procedures. • Use relevant software applications to receive, review, and process procurement requests, ensuring compliance with relevant policies.
Operations Support	<ul style="list-style-type: none"> • Assist with the completion of asset creation and disposal processes using relevant software applications. • Assist with the coordination of planned and unplanned customer interruptions using relevant software applications to ensure compliance with EGW policies and procedures. • Assist with the coordination, distribution, and notification to all relevant parties regarding official notifications of power interruptions across EGW. • Provide support to the Mitchell Depot Team through the onsite delivery of goods, trailers, tools, and fittings.
Teamwork	<ul style="list-style-type: none"> • Open to new ideas, demonstrate a willingness to change and maintains a positive attitude towards changes • Share information with team members, effectively communicate with management and mentors. • Liaise effectively between the Service Delivery Department and other sections of EGW. • Assist with Emergency Management functions as required.
Culture, Values & Behaviours	<ul style="list-style-type: none"> • Display an open and approachable work style, contribute to a positive, optimistic and enthusiastic work culture. • Acknowledge and respect a workplace culture that enables diversity, fair and inclusive practices. • Represent EGW Values and Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.

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Health, Safety & Environment	<ul style="list-style-type: none"> • Apply EGW Health, Safety and Environment policies, procedures and safe systems of work as directed and ask questions when unsure about processes. • Contribute to a safe working culture and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Basic understanding of inventory and stores processes or a keen interest in quickly learning about supply chains, stocktakes, distribution, receiving, and issuing of goods. • Ability or aptitude to learn and use industry-specific software and technology. • Quick learner of industry terminology, fittings, materials, and their applications. • Experience with or willingness to obtain a high-risk license for forklift operation. 	<ul style="list-style-type: none"> • Knowledge of materials and equipment management processes. • Ability to accurately record and manage inventory data. • Experience in handling customer interruptions and providing timely notifications and support. • Ability to quickly learn procurement processes and policies, including sourcing suppliers and obtaining quotations.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Ability to work well with others, sharing information and resources to achieve common goals. • Excellent time management skills to prioritize tasks and manage multiple responsibilities effectively. • Flexibility to adapt to changing circumstances and handle unexpected issues in inventory and operations. 	<ul style="list-style-type: none"> • Ability to work independently on defined tasks or projects. • Proactive approach to identifying and implementing improvements in inventory and operations management. • Being attentive and responsive to the ideas and concerns of team members, ensuring effective communication.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Ability to clearly convey information and instructions to colleagues, suppliers, and other stakeholders. Flexibility to adjust interpersonal approaches based on different situations and individuals. Strong ability to work collaboratively with others, contributing to a positive team environment. 	<ul style="list-style-type: none"> Ability to write detailed reports on maintenance issues. Being fully present and attentive when others are speaking, ensuring effective communication. Maintaining composure and patience in challenging situations, especially when dealing with customer interruptions or operational issues.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> An appropriate technical trade certificate or qualification. Current manual drivers' licence (or working towards). 	<ul style="list-style-type: none"> Certificate 3/4 in Business Prior to operating plant and equipment trainees will be required to obtain certain licenses or endorsements including a high-risk license for forklift operation.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> Physically fit and capable of carrying out all duties Required to operate from various sites across the Corporation's region. 	<ul style="list-style-type: none"> Experience in inventory management, logistics, or a related field. Experience in operating plant and equipment within a team environment.

KEY SELECTION CRITERIA

1. Demonstrated stores management skills, including inventory control, distribution, and procurement processes.
2. Ability to quickly learn and accurately follow instructions, particularly in water and wastewater asset operations and maintenance.
3. Effective communication and basic IT skills, including report writing and interaction with co-workers and management.
4. Ability to meet work targets and deadlines, with strong time management and prioritization skills.
5. Positive attitude towards personal development, being accountable, innovative, authentic, and a team player to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://egwater.vic.gov.au/careers).