Role Description
Stores Officer

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Stores Officer
ANZSCO Code	741111
PCAT Code	1117292
Date of Approval	11 April 2017
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Maintenance of an effective store service including receipt and dispatch of stores, stock control and the maintenance of asset records.

Key accountabilities

- Supervising the receipt and dispatch of all goods and equipment contained in the store including maintaining the goods received and goods dispatched register
- Checking and acquitting deliveries of store items and equipment
- Ensure equipment located in the store is adequately maintained
- Assist with the planning and disposal of equipment that is deemed beyond economical repair
- Maintaining stock, plant and inventory records
- Arranging the service and repair of goods, equipment or vehicles.
- Follow the policies and procedures to ensure the effective, safe operation of the store

Key challenges

- Ensure the Store is kept tidy and items are appropriately placed to reduce trip hazards and Work Health and Safety (WHS) risks
- Maintaining an awareness of safe work standards in the workplace

Key relationships

Who	Why
Internal	
School Principal or appointed delegate	• Provide regular status updates • Escalate issues, provide and update instructions • Receive guidance • Receive ongoing performance feedback, coaching and development
Storeman / Store Attendant	• Provide regular status updates • Escalate issues, provide and update instructions • Receive guidance
Other staff, including both teaching and non-teaching staff	• Provide regular status updates

Role dimensions

Decision making

This role acts both independently and collaboratively in performing its core work functions and applied judgment to achieve outcomes.

Reporting line

This role reports to the School Principal or an appointed delegate

Direct reports

Store Attendant

Budget/Expenditure

As per the departmental financial delegations

Essential requirements

- Valid Working With Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	**Foundational**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Foundational**
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	**Foundational**
	Project Management	Foundational
People Management	**Manage and Develop People**	**Foundational**
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Commit to Customer Service	Foundational	• Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		customers
Results Deliver Results	Foundational	• Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Business Enablers Procurement and Contract Management	Foundational	• Comply with basic ordering, receipting and payment processes • Apply basic checking and quality control processes to activities which support procurement and contract management
People Management Manage and Develop People	Foundational	• Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice