



Swan Hill
District Health

Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Supply Manager **Full-Time (1.0 FTE)** **\$37.68 per hour**

Swan Hill District Health are seeking an experienced Supply Manager to join our professional workforce.

The Supply Manager is a crucial member of our team responsible for ensuring the seamless management and coordination of the supply function of service, purchase and distribution and control of all authorized supplies, equipment, furnishings and materials used within the Health Service. Your leadership and management skills will be pivotal in overseeing the Supply Team, guaranteeing smooth operations, and efficiently organising information through our ERP system. You will report directly to our Procurement Officer.

The role is to lead the Supply Team and work with third party suppliers and our procurement team to manage a cost effective and flexible warehouse function.

The person we are looking for will have:

- Excellent Communication Skills
- Prior experience coordinating and managing suppliers to meet delivery requirements and quality of incoming goods.
- Hospital or Health service industry experience to deliver customer centric services and to act as a chief source of information for this deliverable.
- Exceptional problem-solving skills and attention to detail.
- Ability to work as part of a team or autonomously.
- Management Experience in a similar role is preferred.

About You:

- You will be able to address the above Criterion in a letter of Application
- Current National Police Check & Working with Children's Check
- Complete 3 COVID Vaccinations & have had a 2024 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

Applications can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to employment@shdh.org.au. Complete application will include:

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

Enquiries about this role should be directed to Cherie Bailey, Executive Director Corporate Programs, Ph: 0417 610 726 or E: cbailey@shdh.org.au

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Position:	Supply Manager
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
	HS3
Department:	Supply
Reports to:	Procurement Officer
Direct Reports:	3
Performance review:	Upon completion of 6 months probationary period and annually or as requested thereafter.
Position Summary:	To provide an efficient and effective supply function of service, purchase, storage, distribution and control of all authorised supplies, equipment, furnishings and materials used in the Health Service.
Responsibilities:	<ul style="list-style-type: none"> • Assist in the management of the Hospital's fleet of vehicles which will include allocation, monthly safety checks, etc. • Establish and maintain stock levels for hospital departments in consultation with the relevant department heads, whilst ensuring hospital policies and instrument of delegation are adhered to and appropriate accounting practices are followed. • Receiving of goods inwards. • Despatch of goods received to appropriate departments. • Co-ordination of stock returns. • All stock received is to be booked into the computer system daily. • All invoices received are to be processed in accordance with the Finance Department's requirement, i.e. daily. • Assist with a schedule of stocktaking that will be maintained in accordance with Finance Department's audit obligations. Routine checking of picking slips to stock on shelves is to be undertaken. • Assist in maintaining an effective and efficient warehouse management system that meets the organisation's demands, e.g. stock lines are ordered weekly, stock available, goods are promptly sourced, etc. • Assist departments who seek the purchase of goods or equipment. • Maintain a system that stock items are ordered of follow-up on overdue or outstanding orders. This is to be undertaken at least weekly. Delivery status of goods where appropriate should be conveyed to those effected by the deferred supply. • To maintain a good knowledge of stock items, stock locations and delivery points within the Hospital. • Undertake relevant training as required to meet the service demands of the department. • Ensure compliance with the Hospital's Purchasing Policies, HPV requirements and Hazardous Substances Policy. • Maintain and develop a strong customer focus with those who utilise the Supply Department's service. • Maintain the security of the Supply Department at all times. • To ensure the overall cleanliness of the Supply Department as required. • Responsible for packaging and return of items to suppliers promptly. • Responsible for the overall layout and placement of items in the Supply Department.

Key Selection Criteria	<p>Essential Skills & Attributes Essential:</p> <ul style="list-style-type: none"> • Management Experience in a similar role is preferred • Strong understanding of procurement and project management • Hospital or Health service industry experience to deliver customer centric services and to act as a chief source of information for this deliverable • Ability to lead a team and develop a high-performance culture • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary	Salary in accordance with Health & Allied Health Services, Managers and Administration (Victorian Public Health Sector) <i>Enterprise Agreement 2021-2026</i> or equivalent Award.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	SHDH are committed to protecting patient and staff privacy and

	<p>confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Speaking up for Safety:	All staff are expected to be apply, support and understand the Speaking up for Safety program actively in place within the organisation.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	June 2024
Current:	
Managers Name:	Cherie Bailey
Managers Signature:	
Employees Name:	
Employees Signature:	