

Position Description



Position Title	Materials Officer
Position No	00069023
Delegation Level	008
Job Designation	Materials Officer (QR Services)
Organisational Unit	IML Townsville
	Regional Assets
Work Centre	Townsville
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	IML Coordinator

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Provide efficient materials management services and advice within Infrastructure inventory processing and control.

Position Responsibilities

1. Implement and co-ordinate a process to review and maintain a 12 monthly operational material requirements plan that ensures timely deliveries, in consultation with depot customers.
2. Develop and maintain a close relationship with Material Planners and Commodity Suppliers to determine material usage and long term demand forecasting that optimises stock on hand levels.
3. Provide a high level of customer service to operational areas by using the SAP Materials Management System to create requisitions, do issues, receipts, run reports and stocktakes.
4. Monitor and check Materials Management System data for relevance and accuracy. Expedite materials when required and update system as and when required.
5. Utilise forklift and loader as required to load, unload and maintain materials within stores facility.
6. Conduct rolling stocktakes as required, maintain signage and accurate bin locations. Ensure depot security and general housekeeping duties are regularly performed to sustain a clean tidy and secure inventory compound providing a well maintained safe workplace.
7. Observe and comply with the relevant Corporate Safety and Environmental Legislation requirements for all activities undertaken within the Queensland Rail storage facility.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;

Position Description



- Observe all legal and safety obligations of the organisation;
- Undergo further training as required.

The appointee may be required to:-

- Attend further training and professional development;
- Travel both intrastate and interstate;
- Work outside of normal working hours.

What is the key selection criteria

1. Substantial knowledge of inventory management processes and their application within an Infrastructure Maintenance environment.
2. Substantial level of skill in the input and extraction of data using SAP Materials Management Module including requisitions, transport orders, issues, receipting, stocktaking and running inventory reports for materials planning.
3. Substantial level of skill in computer and keyboard operation utilising Microsoft Office tools.
4. Sound level of written, oral, interpersonal communication and organisational skills.
5. Sound level of skill in working both autonomously and as part of a team, to develop and foster a quality customer service.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

The successful applicant will be required to obtain Nat Cert - LF Forklift Truck within 6 (six) months of appointment.

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Head and Face protection
Eye Protection
Hand Protection
High Visibility Clothing
Safety Footwear
Sunscreen SPF 15+

Position Description



Safety Publications

QR Electrification Safety Booklet
QR Weekly Notice
Your Health (Newsletter)
C.E.O.'s Safety Statement
C.E.O.'s General Safety Rules

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.