

Te Whatu Ora Health New Zealand	POSITION TITLE	Warehouse Supervisor		
	DIRECTORATE	Financial Services	DEPARTMENT	Procurement & Logistics
	REPORTING TO (operationally)	Procurement & Logistics Manager	REPORTING TO (professionally)	Procurement & Logistics Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role covers the Warehouse Supervisor for Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay.</p> <p>Staff reporting - 9 Direct - nil Indirect</p>			
PURPOSE OF THE POSITION	<p>To ensure the warehouse operates efficiently and effectively and continues to innovate to meet the changing demands of the health sector.</p> <p>Supervise the allocation of staff to ensure all tasks of the Warehouse and Logistics service are achieved in a timely manner.</p> <p>To actively lead, set and manage the direction of the Warehouse in consultation with the Procurement & Logistics Manager.</p> <p>To recognise and support the delivery of Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay.</p>			
KEY DELIVERABLES	<p>Supervision</p> <ul style="list-style-type: none"> ○ Build a strong team culture that aligns with the organisational values and behaviours. ○ Assumes responsibility for the daily work regime of the warehouses staff to ensure an efficient operation ○ Ensures appropriate training is provided and attended for staff and safety and wellbeing practices are understood and followed ○ Ensures individual responsibilities, actions and contributions enhance the success of the team and wider Procurement & Logistics function ○ Implement and monitor KPI’s to ensure staff performance <p>Inventory & Distribution Management</p> <ul style="list-style-type: none"> ○ Plan and coordinate the receipt, storage and dispatch of goods ○ Manages inventory to an optimal stock holding within determined parameters and policy ○ Ensures staff maintain the integrity of all products in their care including FIFO and appropriate and safe storage ○ Monitor and maintain stock accuracy by ensuring the physical stock is in line with inventory system and all stock movements are recorded, including undertaking regular stocktakes ○ Ensures impresting is fully utilised and effectively managed to reduce clinical risk ○ Ensures that damaged/expired stock is quarantined and the appropriate service notified ○ Changes to imprest levels are documented and communicated in a timely manner ○ Audit department inventory locations to ensure the integrity of the inventory is maintained and service level agreements are being met ○ Plans the delivery and distribution of consumables, equipment and other one-off purchases in partnership with key stakeholders ○ Maintains a current knowledge of relevant issues, trends and practices <p>Relationship Management</p> <ul style="list-style-type: none"> ○ Liaise with suppliers and transport companies in a timely way ○ Engage with internal and external customers to participate in streamlining inventory & distribution processes ○ Support staff and customers in managing supply chain related issues to agreed solutions ○ Provide accurate information to Procurement to support supplier contract management <p>Housekeeping</p> <ul style="list-style-type: none"> ○ Ensure staff actively contribute towards the maintenance of the warehouse and all hazards are managed ○ Ensure staff actively manage the hospital store rooms to ensure they are kept tidy, well labelled and staff can easily select and access the items required. 			

HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Procurement and Purchasing staff ▪ Managers and staff of Te Whatu Ora, Te Matau a Māui Hawke’s Bay departments as customers of this service ▪ Procurement & Supply Chain staff of other Te Whatu Ora Health New Zealand ▪ Financial Services ▪ People & Culture ▪ Digital Enablement 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Suppliers ▪ Couriers/Transport Companies ▪ Hawke’s Bay businesses and health agencies as customers of this service
DELEGATION AND DECISION	As approved by the Procurement & Logistics Manager, in line with the delegation’s policy	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	IEA Grade 13	
DATE	July 2022	
EXPENDITURE & BUDGET ACCOUNTABILITY	Not applicable	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Working trusted leader to the Procurement Team, providing high quality customer service and support ▪ Effectively managing time and prioritising workload to ensure work is completed within the agreed time. 	

ESSENTIAL CRITERIA

Qualifications

- University Entrance level: Maths and English

Experience

- Minimum 3 years' experience leading and managing teams
- Comprehensive working knowledge of Supply Chain processes and procedures.
- Minimum 3 years' experience with inventory management in a complex environment
- Systems knowledge and technical understanding
- Demonstrable experience with Lean, Kaizen, and/or Six Sigma concepts
- Motivated and self-starting

Business / Technical Skills

- An understanding of business, commercial and financial principles
- Demonstrates an understanding of continuous quality improvement
- Strong communication skills, including report writing.
- Computer skills – MS Office products, and Supply Chain systems

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to build relationships and work collaboratively with others
- Ability to grasp implications of a situation quickly

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role:

Agility	Able to kneel Able to squat Able to raise straight arms out in front and above head
Fitness	Able to walk up 2 flights of stairs without stopping
Strength	Able to do at least 3 half press ups (i.e. on knees) Able to lift 15kg box at waist height and carry it 10m

Vaccination status for role:

All staff must be vaccinated for Influenza and COVID-19
Additional vaccinations are required for Clinical Staff

DESIRABLE CRITERIA

Experience

- Tertiary Business, Procurement, or Supply Chain related qualifications

Business / Technical Skills

- Understanding of the role of Procurement in a government organisation



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.