

# Role Statement



TITLE OF POSITION: Team Leader Inventory  
CLASSIFICATION LEVEL:

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

The Safety and Service Division comprises four Directorates: Asset Management, Operational Services, Safety and Policy Programs, and Project Delivery. This role forms part of the Asset Management Directorate, Rail Infrastructure Maintenance Section.

## Role Overview

The Team Leader Inventory is responsible for the procurement and through life management of inventory, minor assets and tools for the Rail Infrastructure Maintenance section including:

- Financial management of the inventory account including scheduled and adhoc reporting
- Balancing the cost of inventory holdings against the section's operational requirements emphasising timely access to vital and safety critical spares
- Negotiating arrangements for the procurement of goods and services including the establishment of contracts and standing orders while maintaining optimal inventory levels within budget parameters
- Developing and implementing systems to maintain minor asset and tool serviceability/calibration in conjunction with equipment custodians
- Providing a range of expert advisory and consultancy services to the Directorate and external stakeholders on a range of issues relating to inventory management/procurement and service level agreements
- Providing training and coaching for allied maintenance personnel in the ongoing development and integration of inventory management functions in the Section's Asset Management System as required.

The role is accountable to the Unit Manager, Logistics and Business Improvement, works under general direction and liaises with a range of internal and external customers, including service providers and Asset Management workgroups.

To perform the role, the incumbent must have extensive knowledge and experience managing inventory and warehousing operations, including an understanding of material management principles, processes and systems; and a thorough understanding of Asset/Inventory Management Systems such as IBM Maximo or Mincom Ellipse.

## Key Outcomes of the Role

The Team Leader Inventory is required to undertake a wide range of activities including, but not limited to, the following:

- a. Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions
- b. Motivating and/or mentoring staff to deliver assigned agency programs, projects, systems, policy development processes and/or services
- c. Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency
- d. Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services
- e. Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies
- f. Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements
- h. Contributing to a high standard of customer service and quality management and risk including the ability to negotiate and partner with suppliers/vendors, customers and management to ensure delivery against best practice planning and inventory management principles.

## Special Conditions and Essential Requirements

Identified as a Rail Safety Worker role, classified as Non-Safety Critical Worker Category 4. All Rail Safety Workers must carry out their duties in accordance with the Rail Safety National Law 2012 and as outlined within the Rail Commissioner's Safety Management System (including adherence to Zero Drug and Alcohol policy and procedures).

Some work outside normal hours and intra/interstate travel involving overnight absences may be required.

### **Qualifications / Licences**

- a. Certificate IV in Logistics/Material Logistics or equivalent.
- b. Certificate IV in Leadership and Management or equivalent.
- c. South Australian Drivers Licence.

### **Person Capabilities**

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.

- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
  - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
  - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government’s Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Extensive experience in the provision of inventory management services and expert advice in a construction and maintenance work environment including maintaining financial systems to ensure the accurate costing of inventory programs
- f. Proven ability to develop and manage the inventory planning/management process, develop consistent and robust reporting processes for KPI monitoring; and establish forecasting methodologies and outcomes
- g. Understands and is responsive to customer needs and perspectives, and provides a professional positive experience while managing outcomes which respect DPTI’s systems, processes, and policies.
- h. Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well informed decisions.
- i. Proven experience in successfully coordinating and/or implementing programs and projects that maximises the utilisation of resources, and where required, providing staff with professional development opportunities and training in inventory management functions.
- j. Demonstrates ability to utilise high level analytical and research skills and contemporary knowledge of the discipline, issues, risks and directions associated with the unit’s programs to provide effective verbal and written communication.

Delegate Approval

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Name

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Signature

Date: / /