

<b>Position Title</b> Warehouse Supervisor	<b>Functional Area</b> Exhibition Construction and Built Environment
<b>Position Description Id.</b>	<b>Business Area</b> Operations

## Reporting relationships

Reports to: Manger, Exhibition Construction and Built Environment  
Direct reports: Nil

## Context

### Our Vision

Scitech's vision is to be a world leader in providing innovative and creative STEM programs that inspire, engage and develop citizens for Western Australia's social well-being, economic prosperity and sustainability.

### Our Mission

To increase awareness, interest, capability and participation by all Western Australians in science, technology, engineering and mathematics.

### Our context

As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.

## Primary purpose of the role

The role of Warehouse Supervisor is to ensure the warehouse and loading dock operates at peak efficiency with a focus on internal and external Customer Satisfaction and safety. The secondary function of the role is to work alongside technicians to assist with the construction and maintenance of exhibits

## Summary of key accountabilities, challenges and relationships

### Key accountabilities

- Management day-to-day operations of the storage warehouse and Science Centre loading dock storage, including manual handling, forklift operations, palletising, space management, resource allocation, general housekeeping and productivity.
- Maintain a clean, safe and healthy working environment consistent with Scitech WHS standards, procedures and compliance requirements for a Warehouse environment.
- Manage storage requirements including the creation and design of storage solutions to maximise use of space.
- Manage and complete internal and external customer requests.
- Work collaboratively with other teams to capture essential information to ensure forward planning of logistical movements of exhibitions (including Travelling Exhibitions), stock and parts/items.
- Responsible for stock and exhibition control and distribution, ordering and maintaining stock/parts flow within budget and business requirement parameters.
- Conduct regular stocktakes with the support of the Finance and Commercial Services team.
- Establish and maintain the cataloguing of exhibits, parts and inventory.
- Undertake workshop maintenance and repair, exhibition construction, and building maintenance.
- Undertake packing of exhibitions into freight containers following freight packing diagrams and instructions.
- Assist with Bump in and Bump out of exhibitions.
- Undertake other duties as directed from time to time.

### Key relationships

- Manager, Industrial Design and Electronics
- Trades Assistant, Exhibition Technicians and Designers
- Procurement Officers
- External suppliers and stakeholders

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<b>Capabilities and behavioural indicators</b>	<b>Essential or Desirable</b>
<i>The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.</i>	
<b>Role specific</b> <i>and undertakes other duties as directed</i> Minimum of 5 years' experience in a Warehouse leadership position. Demonstrated ability to lead and implement process improvement initiatives. Demonstrated experience using a variety of hand tools and workshop power tools in an engineering, manufacturing, maintenance or construction environment. Demonstrated experience in cataloguing of parts and inventory management in a Warehouse environment Demonstrated experience achieving targets and deadlines in a complex and challenging environment.	E E E E E
<b>Personal attributes</b> Continuously displays dedication to personal integrity, accountability, flexibility and collaboration.	E
<b>Team and self</b> Demonstrated use of initiative and organisational skills to work independently as well as proactively and constructively participating in a team environment to prioritise information and tasks to manage time effectively and meet deadlines. Demonstrated commitment to quality, accuracy and attention to detail.	E E E
<b>Communication</b> Demonstrated commitment to customer service and the ability to build and maintain effective relationships with both internal and external stakeholders.	E
<b>Technology</b> Experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint	E
<b>Qualifications and licences</b> Cert IV Warehousing Operations or similar Working with Children Check <i>or ability to obtain one</i> National Police Clearance <i>or ability to obtain one</i> First Aid Certificate <i>or ability to get one</i> Current Forklift (LF) Licence White Card Current WA Drivers Licence manual Must pass a pre-employment medical and maintain a level of fitness commensurate with a role requiring frequent manual handling.	E E E E E E E E

<b>Signatures</b>		
<b>Employee</b>		
Name	Signature	Date
<b>Line Manager</b>		
Name	Signature	Date