



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Advanced Store Person

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

• Take reasonable care for your safety and wellbeing and that of others. • Work in your scope of practice and seek help where required. • Work in partnership with consumers, patients and where applicable carers and families. • Work collaboratively with colleagues across all RMH teams. • Continue to learn through mandatory training and other learning activities. • Seek feedback on your work including participation in annual performance discussion. • Speak up for safety, our values and wellbeing. • Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area. • Respect that the RMH is a smoke-free environment. • Ensure all Stock & Imprest items are requested and processed within 24 hours. • Stocking of all Storerooms (including non-sterile and Sterile), all theatres and theatre stock trolleys to ensure stock levels are maintained • Data entry into computerised supply system for Stock, Imprest and Non-catalogue requests. • Data entry into the current scanning system for Imprest items • Liaising with Melbourne Health Logistics Supply Department to facilitate the smooth arrival of goods. This may also include interacting with company representatives. • Checking and receiving of all stock and non-stock goods delivered through loading dock, as well as non-catalogue goods, and determining its correct stock location Assisting with the Bi-Annual stock check within the Sterile Storeroom • Maintain a high standard of cleanliness and hygiene within all store areas. This includes appropriate handling of any damaged goods to ensure contents are still appropriate for use. • Carryout internal / external training as required • Participate in in-service education activities to enable personal and professional development	• Treat all staff internally, within the Peri-Operative Suite, and externally, beyond the department, with courtesy and respect. • Carry out other general stores functions as required (e.g. stock relocation, cleaning & repacking) • Support and participate in the Health Services OH&S procedures • Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, site/areas or equipment via Riskman • Participate in and contribute to a well - functioning multidisciplinary team • Attend departmental meetings as required • Foster a high standard of service delivery based upon a collaborative approach with other hospital staff. • Ensure tasks are completed as per the daily allocation and handover checklist • Ensure patient confidentiality at all times. • Provide a high standard of patient care at all times. • Maintain a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment. • Identify, report, and where possible, remove environmental hazards. • Respond promptly to calls for service, and/or negotiate a mutually convenient time for completion of tasks based on workload and urgency of requests • Promote and sustain good interpersonal relationships, and the effective and timely liaison, communication and support between all areas of the service • Build and maintain relationships with Perioperative Management Team • Provide clear and concise communication with all staff in the process of performing duties. • Demonstrate knowledge and skills utilising the “No Lift” policy, in accordance with the hospital “No Lift” Policy • Participate in the orientation of new staff members • Maintain a courteous, and helpful approach when dealing with staff, patients and visitors
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Internal

- ## External

- Suppliers and couriers
- Delivery staff

- Nil

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Ability to work as a team member in a multidisciplinary environment.
- Good communication and interpersonal skills
- Ability to accept direction
- Initiative in prioritizing workload
- Ability to complete tasks on time and follow new processes
- Understanding of infection prevention and manual handling requirements in a hospital setting
- Valid Working with Children's Check, Police Check and Immunization Assessment

- Previous experience in a healthcare or surgical stores environment with strong understanding of perioperative supply requirements
- Demonstrated knowledge of inventory control, receiving and restocking procedures

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____