



Position Description

Position title:	Supply Chain Coordinator	Date:	October 2024
Reports to:	Supply Chain Manager	Department:	Supply Chain & Procurement
Number of reports:	Direct: 0 Total (include indirect): 0	Location:	Central Lakes Queenstown
Delegated financial authority:	TBC	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

Southern Cross Central Lakes Hospital (SCCLH) received its first patients in January 2022, and has steadily developed a broad range of specialty surgery covering both private and public patients. The joint venture ownership between Southern Cross Healthcare and Central Lakes Trust ensures leading clinical service delivery whilst maintaining a genuine focus to provide healthcare services to the general population across broader Central Otago

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

The purpose of this part-time role is to complete tasks required that support the onsite Supply Chain Management processes within the hospital. The role is responsible for activities including the inbound process for product ordered, the storage, movement & management of inventory held. Performance measures will be in place to measure success and create a continuous improvement focus.

Key Relationships

Internal

- Supply Chain Manager/lead
- General Manager
- Wider Hospital Team
- National Office Supply Chain Team as appropriate

External

- N/A

Key Accountabilities

Supply Chain & Inventory Management

As required and directed by the local supply chain lead:

- Responsible for the accurate completion of tasks relating to processes within the following areas;
 - Inwards Goods & Receiving
 - Onsite Storage
 - Master data management (relating to correct barcode/product relationships)
 - Inventory Management & Replenishment
- Ensure the accurate and timely receipt of items arriving at the hospital
- Verify master data accuracy for all items – at receipt and in the event of a scanning error
- Make changes to master data in an accurate and timely manner
- Provide input to the tactical planning process and demand planning for S&OP process
- Ensure the storage of inventory uses a 'first expired first out' methodology to minimise obsolescence
- Ensure inventory is safely stored in the correct location
- Complete stock counts of items as directed by the Supply Chain Manager
- Assist with the investigation into discrepancies identified during the stock counting process
- Notify the Supply Chain Manager of any potential stock out / over stock situations
- Develop & maintain a high standard of product knowledge
- Assist other hospital staff with enquiries relating to inventory

- Identify & record opportunities for continuous improvement to reduce cost and / or deliver operational efficiency within the hospital inventory environment

General

- Ensure performance of tasks supports achievement of KPI's on a monthly basis as requested by local supply chain lead
- Ensure housekeeping standards are maintained, keeping storage areas tidy and clean
- Adhere to Standard Operating Procedures (SOP's) ensuring specific requirements are met when completing a task
- Develop an understanding of the Technology One application in relation to inventory functions, support other users as required
- As requested, undertake duties, projects and / or activities as required by the Supply Chain Manager

Team Membership

- Support other team members with tasks and knowledge transfer
- Speak up when something is not right & take proactive action to fix issues
- Build collaborative relationships with other hospital team members to ensure delivery of overall business goals

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- Ideally 2-5 years' experience in an inventory focused role of some kind

Education and qualifications desirable:

- Recognised qualification in supply chain, inventory management or related subjects

<ul style="list-style-type: none"> • Experience in a supply chain, inventory management or warehousing role • Experience using ERP systems to complete inventory management tasks • Experience using Microsoft Excel • Demonstrated experience of building strong relationships in a fast paced environment <p>Experience and skills desirable:</p> <ul style="list-style-type: none"> • Experience in the healthcare industry 	
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Leadership Attributes	
<p>Human Centred Leadership</p> <ul style="list-style-type: none"> • Empathy • Adaptability • Connection <p>Performance Coach</p> <ul style="list-style-type: none"> • Accountability • Engagement • Collaboration 	<p>Change Enabler</p> <ul style="list-style-type: none"> • Execution • Energy • Contribution