

Assistant Materials Officer POSITION DESCRIPTION



Position Number:	3436
Department:	Organisational Services
Section:	Corporate and Technology Services
Unit:	Procurement and Logistics
Position Status:	Permanent Full Time
Classification:	Level 2 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Senior Materials Officer
Revised:	April 2026

General Position Statement

This position supports Council's direction by assisting with the procurement activities (Super Purchaser) for various sections within Council. The Assistant Materials Officer assists the Senior Materials Officer and Materials Officers in the daily logistics and inventory management operations of the materials centre in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and suppliers.

The Assistant Materials Officer will be required to assist at multiple locations including Gracemere, Dooley Street and Fitzroy River Water Stores.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Perform procurement and distribution activities to support capital and operational programs in accordance with the applicable legislation, policies, procedures and product standards.
- Perform procure to pay functions ensuring accuracy of supply, a high standard of the quality of the goods, on-time delivery and performing remedial actions with suppliers as required.
- Assist with procuring, issuing and reconciling fuel for the depot(s) and rural mobile tankers (as required).
- Engage with internal customers on product innovations, technological developments and product alternatives relevant to their operations based on research and supplier information.
- Assist the Senior Materials Officer in managing Council's inventory and supply materials including ongoing planned stock replenishments, non-inventory recovery, materials disposal, stock and maintenance of the issues register.
- Provide administrative support to the Unit demonstrating judgement, initiative, confidentiality and sensitivity.

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- Liaise with the Senior Materials Officer in managing operational/service related complaints and issues effectively to ensure prompt identification and appropriate action.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- A good understanding of procedures, statutory requirements and applicable standards in relation to purchasing, inventory and warehouse operations.
- Knowledge of work activities performed within a purchasing and warehouse environment.
- Ability to research and draft replies to correspondence, reports and other such documentation.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

Qualifications

- Qualifications in Certificate III in Warehousing/ Logistics and/or demonstrated experience in a purchasing and warehouse or similar environment.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to legally operate a forklift under a High Risk "LF" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.

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- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	