

# Position Description


Position Description Overview	
Position Title	Facilities Receiving Officer
Position ID Code	FAC012
Work Area, Division	Facilities Management, Operations
Reports To	Facilities Manager
Direct Reports	Nil
Award	Miscellaneous Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
This position is responsible for managing the intake and processing of incoming mail, packages or materials for the Perkins North building. This includes ensuring the accurate and efficient receipt, inspection, recording, and distribution of incoming packages and shipments.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> <li>Maintain inventory accuracy in recording and handling of received items.</li> <li>Ensure timely processing of shipments and resolution of discrepancies.</li> <li>Respond effectively to evolving situations and maintain productivity in a fast-paced work environment.</li> </ol>

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Facilities Receiving Officer	3	16/08/2024	Facilities Manager	Chief Operations Officer	Chief People Officer 

## Key Duties/Accountabilities

1. Receive deliveries (such as mail, packages, or other materials), check the quantities of supplies against delivery notes and purchase orders, and distribute products.
2. Identify and report any discrepancies, damages, or quality issues to supervisor for resolution.
3. Record all received and distributed items in the inventory management system accurately and promptly.
4. Check goods correlate with documentation and are stored appropriately until delivered to building tenants.
5. Ensure all goods and hazardous materials received are stored as per WHS and other requirements.
6. Work with the Facilities Management Team to process and offload large incoming items and equipment from the loading dock.
7. Safely maintain, monitor, and manage the stock holding of the gas storage facility and gas cylinders, including cryogenic and PLC dewars. This includes filling gas tanks and ensuring supply of liquid nitrogen and other lab gases to support facility requirements.
8. Attend to internal and external enquiries in a professional and prompt manner.
9. Assist with mail collection and distribution.
10. Ensure loading dock areas are clean and well maintained.
11. Assist Events Manager with general support duties, such as moving furniture and setting up/packing down meeting spaces.
12. Complete other duties as requested by supervisor and/or manager.

## Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Previous experience working in a similar position (desirable).
2. Forklift licence (essential) and high-risk work licence (desirable).
3. Willingness to undertake and apply practical training.
4. Sound attention to detail and ability to perform high quality work.
5. Demonstrated ability to work collaboratively with a team and autonomously.
6. Good interpersonal skills with the ability to communicate professionally clearly with diverse tenants throughout the building.
7. Familiarity with and a commitment to Workplace Health and Safety procedures.
8. Good computer skills with the ability to use Outlook and inventory management systems.
9. Satisfactory National Police Certificate.

## Special Requirements

1. Physical ability to stack, pack, bend, lift and handle small objects.
2. Ability to move freely around inventory and workstations and stand for extended periods of time.

## Key Working Relationships

1. Facilities Management team, in particular Concierge.
2. Research Teams (Group Leaders, Researchers, Research Assistants, Students).
3. External delivery personnel (couriers).
4. Professional Services administrative staff, managers and other team members.

## Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by Perkins that supports Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

## Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.