

Inventory and Stores Officer

Classification	Band 3
Team	Corporate and Assurance/Commercial Services
Reporting to	Manager Commercial Services
Location	Bendigo
Effective Date	8 October 2025

Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

Position overview

Coliban Water is embarking on an exciting transformational portfolio of work set to achieve 'Coliban of the Future'. This will see a significant increase in the investment of our people, processes, assets and technology to manage the current and future challenges of providing safe drinking water and wastewater services whilst managing water security, the growing regional and rural populations and achieving zero net carbon.

This is an exciting role for a highly motivated individual to develop, implement and provide business-as-usual (BAU) support to the wider Coliban Water team, including Operational and Maintenance teams in effective and efficient inventory and stores management. This includes the development of process, procedures and working within delivery teams to implement inventory management practices before transitioning into a BAU role to ensure stock, consumables and spare parts are tracked, stored, managed and accounted for.

The Inventory and Stores Officer will be responsible for maintaining minimum stock levels, stocktakes and driving behavioural change to ensure accurate accounts and management of all inventory items via Coliban Water's work order and inventory systems. This includes working with suppliers, raising purchase orders, receipting delivered goods and processing invoices as required.

The Inventory and Stores Officer will be experienced in Inventory / Stores / Spare Parts management and ideally have knowledge of the Water or Utility industries.

Position dimensions

Capital and expenditure budget	In accordance with the Organisational budget.
Authorities/delegations	Please refer to the Financial Delegations Policy.
Number of reports	0
Internal working relationships	All areas of Coliban Water, in particular the Operations and Maintenance personnel, Procurement and Strategic Asset Management.
External working relationships	Consultants, vendors and contractors.
Other	N/A

Key result areas

- Play a key role within project delivery teams to plan, develop and implement inventory management as aligned to industry best practice
- Work with a range of stakeholders for effective implementation of change associated with inventory management requirements
- Setup of systems-based inventory practices, including standardised coding, tracking and procedures
- Working directly with software vendors for prompt implementation of inventory management functionality within the Asset Information Management System, in alignment with work management practices
- Procure all required parts, consumables, and materials to support asset maintenance activities
- Monitor and optimise stock levels of critical parts and consumables to prevent outages and excess inventory
- Manage receipting, storage, picking and dispatch of inventory parts, consumables and materials
- Ensure accuracy and efficiency in management of stock levels and allocation to work orders
- Develop and implement inventory management procedures and processes, including the necessary follow up with maintenance personnel to ensure accurate capture of information
- Maintain data integrity to a high degree by driving accurate capture of inventory associated information

- Performing deliveries and pickups as required to support maintenance activities
- High attention to detail and excellent organisational skills

Performance level (complete using performance level descriptions)

Action and accountability	This role works within established procures and instructions. There is some independence in achieving prescribed goals. Day-to-day prioritisation, investigation modification of processes, problem diagnosis and rectification initiation are a feature of this role.
Judgement and problem solving	This role is able to make decisions through following established procedures and following learned process such as; scheduling, planning, allocating, coaching and teaching.
Specialist knowledge and skills	Demonstrated working experience in inventory management, stores, spare parts management or supply chain operations. Experience in the development and implementation of inventory management processes, procedures and implementation of systems-based approaches to inventory management. Experience and knowledge of work order / work management systems used for managing maintenance tasks, including recording and capture of resource usage such as spare parts or consumables.
Interpersonal skills	This role requires the ability to obtain cooperation or assistance in the achievement of objectives. It will also provide information and advice to internal and/or external stakeholders.
Leadership level	Select relevant level/s • Lead self: Core skills demonstrating initiative, collaboration and communication.
Qualifications and experience	Substantial work experience in inventory, stores or spare parts management and/or qualifications which may be acquired through: - Secondary Education - Vocational education to the standard of Certificate III in Supply Chain Operations

Shared goals

Health safety and wellbeing	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

Assessments and further requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- You may be required to perform additional or supplementary duties from time-to-time consistent with your skills, training, qualifications, and experience.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- At least 5 years' experience in inventory, stores or spare parts management
- Demonstrated experience working with a range of stakeholders including maintenance technicians, planners, dispatch and procurement
- Excellent attention to detail and organisational skills
- Ability to work autonomously or within a project team setting as required
- Ability to build and maintain strong professional relationships and to negotiate, communicate and influence effectively with staff and stakeholders