

<b>Position</b>	WMS Functional Analyst Logistics
<b>Reports to</b>	GM Strategy & Insights Logistics
<b>Direct reports</b>	Nil
<b>Band classification</b>	Band 5
<b>Date approved</b>	09/04/2026

## 1. HealthShare Victoria

HealthShare Victoria is a Victorian public sector entity established on 1 January 2021 as an independent, commercially oriented public sector provider of supply chain services (surety, procurement and logistics) to Victoria's public health sector.

Our purpose is to partner with Victoria's public health services, suppliers and government to ensure the right products and services are delivered to the right place at the right time, supporting better value for our public health services and better outcomes for their patients.

We work with Victoria's public health services to understand their requirements. We meet these needs by establishing collective agreements (purchasing contracts) for medical consumables, pharmaceuticals and medical equipment, as well as non-medical products and services they need via large-scale tenders.

We also play a critical role in ensuring Victoria's public health services have access to goods and services that may be in higher demand or difficult to access, including personal protective equipment (PPE), medical consumables, ICU equipment and pharmaceuticals.

We administer several compliance-related functions, and work with health services to assist them in meeting their legislative, compliance and probity obligations.

As well as providing an end-to-end health supply chain for Victoria's public health services, we extend access to our collective agreements to health or related services assessed as 'eligible services'.

Building on a spirit of change and transformation, our work supports our health service customers to deliver safe, high quality and sustainable healthcare for all Victorians.

## 2. Position summary

The WMS Functional Analyst is responsible for the functional configuration, optimisation and continuous improvement of the Körber Warehouse Advantage, Warehouse Management System (WMS) within HealthShare Victoria Logistics.

Operating as a specialist role within Strategy & Insights, the position ensures alignment between warehouse system functionality and operational workflows, supporting efficient, scalable and accurate execution across HSV's distribution network.

The role works independently to translate business requirements into system configuration, resolve system and process issues, and support key initiatives including WMS II enhancements, onboarding of new Health Services, and expansion of the SKU range. The position collaborates closely with Logistics Operations, IT, and external vendors to ensure the WMS supports HSV's transition to a standardised, scalable logistics operating model.

## 3. Specific duties and accountabilities

### Position responsibilities

#### WMS Functional Configuration & Support

- Configure and maintain Körber WMS in alignment with warehouse operational processes
- Support inbound, storage, picking, consolidation and dispatch workflows within the system
- Investigate and resolve system-related issues impacting warehouse operations

#### Business Process Alignment

- Translate operational requirements into system configuration and functional solutions
- Identify and address gaps between system capability and operational workflows
- Support standardisation of warehouse processes through system-enabled controls

#### System Enhancement & Continuous Improvement

- Support delivery of WMS enhancements and system improvements
- Work with stakeholders to define, document and prioritise system requirements
- Liaise with IT and external vendors (Körber) to implement changes and enhancements

### Onboarding & Network Growth Support

- Support onboarding of new Health Services into WMS processes and workflows
- Assist with configuration of new SKUs, locations and operational parameters
- Ensure system readiness to support increased volumes and service complexity

### Data Integrity & Master Data Support

- Maintain data accuracy within WMS (SKU, location, handling attributes)
- Work with master data stakeholders to ensure consistency between WMS and ERP (Oracle)
- Identify and resolve discrepancies impacting inventory accuracy and availability

### Systems Integration Support

- Provide functional input into integration between WMS and upstream/downstream systems
- Support data flows between WMS, ERP and order management systems
- Assist IT teams in ensuring system changes align to operational requirements

### Performance & Reporting Support

- Support development of operational reporting and system-driven visibility
- Analyse system performance and identify improvement opportunities
- Contribute to initiatives that reduce manual workarounds and improve efficiency

### Stakeholder Engagement

- Work collaboratively with:
  - DC Operations teams
  - Strategy & Insights team
  - IT teams
  - External system vendors
- Act as a key point of contact for WMS-related functional queries within Logistics

### Health, safety and wellbeing (BeSafe)

- Follows safety rules and takes responsibility for safety at a personal and team level to reduce risk to others
- Reports hazards, incidents and injuries and takes part in actions to eliminate hazards
- Shows a sense of urgency when safety issues arise
- Makes safety a part of the everyday by talking about ideas for improvement
- Attend BeSafe activities, forums and training to help create a robust safety culture at HSV

### HSV values

Uphold the HSV values:



**Customer-centric**  
We work with our customers and put them at the centre of our decision making

**Our values**



**Accountable**  
We do what we say we will do



**Respectful**  
We treat people the way we would like to be treated and work together in a safe, kind and honest way



**Solutions-focused**  
We work together to find the best operational and commercial outcomes



**Open**  
We welcome new ideas and change as we continue to learn and grow

### Collaboration at HSV

- Builds and maintains effective collaborative and consultative working relationships
- Listens and works as a supportive and cooperative team member, sharing information and acknowledging others' efforts

- c. Has challenging conversations as required within scope of role and personal accountabilities
- d. Steps in to help others where required

#### HSV strategy, policies and procedures

- a. Contribute to the delivery of HSV's strategic plan and roadmap initiatives.
- b. Comply with HSV policies and procedures and report breaches and/or risks to your people leader or another relevant stakeholder.

#### Other duties

- a. While the principal duties are detailed above, this position may be required to undertake other duties from time to time.

## 4. Qualifications and experience required

#### Academic

- a. Tertiary qualification in Supply Chain, Logistics, Information Systems or related field (desirable)

#### Experience

- a. Experience working with warehouse management systems (Körber Warehouse Advantage preferred)
- b. Experience in warehouse or supply chain operations environments
- c. Experience translating business requirements into system configuration or functional solutions
- d. Exposure to system implementations, upgrades or enhancements
- e. Understanding of integration between WMS and ERP systems (e.g. Oracle)

#### Personal

- a. Strong analytical and problem-solving skills
- b. Ability to work independently and manage priorities
- c. High attention to detail and data accuracy
- d. Effective communication and stakeholder engagement skills
- e. Proactive and solution-focused approach

## 5. HSV's Leadership Capability Framework

#### Everyday leaders

Everyday leaders are motivated and passionate about HSV's work and committed to delivering their work efficiently and to a high standard. They take responsibility for getting the job done and seek opportunities to collaborate and to share or gain knowledge. They understand how their work fits into HSV's strategy and are committed to the organisational vision.

Priority leadership capabilities for everyday leaders:

- Problem solver – Demonstrates problem solving within scope of role. Develops useful, workable and practical solutions to address issues, shows initiative, gets things done and owns the results
- Operates with integrity – Acts honestly, is professional and lives HSV values
- Works collaboratively - A team player who values all contributions and works jointly with others (internally and externally) to deliver results
- Health and safety - Sets expectations and takes responsibility for a physically and psychologically safe culture and work environment

## 6. Locations for work

Primary:

- Derrimut Distribution Centre: Foxley Court Derrimut, Victoria
- Dandenong Distribution Centre: Ordish Road Dandenong South, Victoria

Secondary:

- CBD Office: 11/50 Lonsdale Street, Melbourne VIC 3000;
- Regular travel and attendance at all HSV locations is a requirement of this position.

Some travel to HSV customer sites is a requirement of this position.

As relevant the position may be required to work from home from time to time.