

JOB DESCRIPTION

Post Title: Stores Team Leader		Director/Service/Sector Local Services and Housing		Office Use	
Grade: Band 6		Workplace: Blyth Cowley Road Stores			JE ref:
Responsible to: Housing Maintenance Manager		Date: November 2017	Manager Level:		HRMS ref:
Job Purpose: To oversee the provision of a high quality stores service to all stakeholders ensuring that the service is provided in the most cost effective manner whilst also ensuring the quality of the products provided is of a consistently high standard. Ensure stock levels are properly recorded and kept at adequate levels and available for use as required manage the imprest stock control for materials carried on trades vanstock including managing the stock checking of van stocks.					
Resources		Staff	Team of Stores Officers		
		Finance	Stores materials budget including the procurement of materials from the stores supply-chain		
		Physical	Stores stock Buildings and Data		
		Clients	Council employees and departments - Procurement - Supply agents		
Duties and key result areas:					
<ul style="list-style-type: none">• Direct , Supervise and co-ordinate the activities of the stores unit and the resources available to ensure that a high quality service is provided in line with the departmental directives , customer needs and expectations whilst always taking regard for quality standards and “value for money “• Manage the stores officers to ensure compliance and adherence with the recognised procedures , protocols , and policies of Northumberland County Council which homes for northumberland are a part of• To ensure that the stores materials budget is spent in the most effective and efficient manner whilst liaising with Corporate Procurement colleagues utilise the tendering processes of the Council and comply with the Council's financial regulations and policies• Ensure the that the right materials and services are available and delivered in a timely manner to the operations using the service• To organise and supervise the day to day activities of the stores officers under your control including the undertaking of staff appraisals , identifying training needs and delivering health and safety talks• Formulate and oversee the stores system for the repairing and maintenance of all power tools , used by the frontline trades including the PAT safety electrical testing within the required timescales maintain a log of all repairs and services carried out• Formulate and oversee the periodic inspection and testing of all working at height equipment used by frontline trades maintain a register to ensure compliance with the requirements of the Working at Height Regulations 2005 and any subsequent amendments• Complete or ensure completion of all necessary paperwork and I.T. applications to accurately record the resources purchased and issued in accordance with the Council's regulations protocols and policies• Ensure the health and safety of all employees and members of the public by implementing and maintaining a procedure in compliance with the requirements of COSHH 2002 and any subsequent amendments including regular reviews of materials COSHH Assessments and risk assessments.• Manage and train staff to provide a quality service to the stores stakeholders including carrying out absence management and staff appraisals arrange training to allow staff to safely operate the systems of work employed in the stores service.• Take financial control and responsibility for all transactions and audits required to comply with the Council's financial and audit regulations including taking the lead accountability for internal and external audits.• Be the lead I.T. solutions manager regarding applications to run the service in conjunction with the operations delivery of the service.• Be the lead I.T. officer in managing the stores I.T. applications and using the systems to produce the end of year stores transaction reports.• Ensure the health and safety of the stores employees and all other visitors to the stores by compliance with the requirements of the management of health and safety at work act 1974 and the management of health and safety at work regulations 1999• Ensure that all staff working in the stores are suitably trained qualified and experienced to operate plant and machinery for example the forklift truck -					

carryout regular inspections of the plant used within the stores to identify any defects and remedial actions required

- Work in collaboration with colleagues and service users to provide a coherent quality service in a timely manner
- Ensure the security of the items and equipment located within the stores and act as the authorising officer for entry into the stores by parties other than the stores officers
- Be the responsible person for the workforce health and safety group operating within the stores and take minutes of the meetings copy of which to be displayed on the stores notice boards The meetings to be sufficiently regular to enable consultation and subsequent actions to be enacted upon
- Be the responsible person and lead officer for the stores audit process and work in collaboration with the Council's internal and external auditors including working if necessary out of the normal working hours to facilitate the process
- Be the lead officer and keyholder for the stores and respond to emergency callout to open up the stores and allocate materials and plant in times of emergency and the activation of the stores alarm system
- To undertake any training deemed necessary to allow you to function as the lead officer responsible for the stores service
- To carry out such duties of a similar as may be directed in any locations within the County Councils sphere of operations

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Stores based but with some travel to visit sites, offices and training establishments
Normally day shift Monday to Friday with a commitment to respond to out of hours emergencies
Predominantly Sitting but with regular standing and walking including the need to lift and pull objects and equipment Use of the stores forklift truck The need to work at height and use stairs
There will be exposure to external work when unloading deliveries into the stores which could include inclement weather conditions

PERSON SPECIFICATION

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Essential		Desirable		Assess by
Knowledge and Qualifications				
<ul style="list-style-type: none">General education to level 3 a good level of english and mathematicsTraining in stores operations and supervisory managementHold a recognised current health and safety qualification and an awareness of the management and application of health and safety in the workplaceAn appreciation and interest in the need to deliver a quality timely service to its usersAbility to deliver toolbox talks and chair meetingsAbility to provide quality reports concerning Stores related issues		ILM level 3 in management Nebosh general certificate in Health and Safety (or equivalent) Competent user in I.T. and applications such as Google, Microsoft, Total Mobile, Northgate Housing Solutions. First Aider Fire Warden COSHH Assessor Forklift driving certificate		
Experience				
<ul style="list-style-type: none">Substantial experience in managing a busy storesAbility to maintain I.T. records on spreadsheetsSignificant supervisory experience including experience of mentoring and appraising staff to develop team workingSignificant experience of Stock Taking and recording including advising on write-offs and obsolete stockExperience in the procurement process within a large Council storesExperience in authorising requisitions and purchase order process using I.T. and paperwork systems and applications		Significant experience of managing a similar sized stores facility in a busy frontline service in the public and or private sector		
Skills and competencies				
<ul style="list-style-type: none">Practical management skills and abilities in using hand and power tools and vehicles in the stores environmentAbility to carry out COSHH assessments and risk assessments using I.T. and paperwork systemsAbility construct and operate/maintain complex I.T. spreadsheetsHave a good level of I.T. skills and be competent in their applicationAble to present information to a good standard in verbal and written formatAbility to plan,organise and prioritise resources and staff including managing your own time management to meet fluctuating demands on the serviceAbility to devise,implement and maintain safe systems of work including the devising and maintenance of risk assessments and procedures for				

<ul style="list-style-type: none"> safe working • Ability to undertake complex audits and reviews regarding the Council's assets • Demonstrates integrity and upholds the Council's values and principles of working in public life • Ability to think strategically and implement change management to meet the demands upon the service 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Ability to meet the physical demands of the post which includes lifting pulling, working at height and operating machinery and plant including fork lift truck • Ability to work on own initiative in terms of problem solving and providing positive solutions • Ability to ensure the safety of yourself and of others around you • Ability to work under pressure in a fast-moving busy supply-chain environment • Enhanced periods of mental concentration • Reliable and has a sense of pride in the service • Excellent attendance at work and good time keeping • Committed to the Council's ethics and delivering a quality service to the stakeholders and public • Adapts and encourages positive change • Supportive of staff and colleagues with the ability to adapt and team working ethic 		
Other		
Ability to meet the transport requirements of the post and its commitments		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits