



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Senior Logistics Operative

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> GCSE Grade 'C' or equivalent in Maths and English 	<ul style="list-style-type: none"> Manual Handling Certificate NVQ 3 in Warehousing or Distribution Supervisory qualification 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Supervisory experience Relevant driving experience Knowledge and understanding of health and safety at work and the ability to carry out appropriate Health and Safety checks i.e., LOLER legionella testing, fire alarm tests Experience of working with older people and/or people with disabilities either in a voluntary or paid capacity Experience of warehouse distribution/stock control systems Experience of using computerised systems Experience of assisting in the co-ordination of service delivery 	<ul style="list-style-type: none"> Experience of purchasing equipment Experience of dealing with vulnerable or distressed adults Experience of developing stock control processes 	<ul style="list-style-type: none"> Application form Interview References Test
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Knowledge of equal rights policies and practices Knowledge and understanding of relevant Health and Safety issues Able to communicate clearly and effectively with service users Able to present information verbally and confidently demonstrate the appropriate use of equipment 	<ul style="list-style-type: none"> Knowledge of the Community Equipment Service Awareness of practical skills related to domestic daily living skills Awareness of disability related issues and the emotional and physical effects they can have on a person's life 	<ul style="list-style-type: none"> Interview References

	<ul style="list-style-type: none"> • Good working knowledge of risk assessment/ management • Knowledge of relevant equipment/products • Good organisational skills, in respect of work planning and record keeping • Able to carry out all duties with regard to an employee's responsibility under the Council's Health and Safety Policies and Code of Conduct • Willing to participate in training and development activities to ensure up to date knowledge, skills and continuous professional development • Able to communicate professionally with other organisations and Council staff both verbally and in writing • Able to develop the knowledge and skills of others through constructive feedback, mentoring and ability to contribute to the training of other staff 		
Disposition	<ul style="list-style-type: none"> • Able to prioritise and manage workloads effectively • Able to work as part of a multi-disciplinary team • Able to show flexibility to work alone and on own initiative • Able to maintain a calm, patient and compassionate manner at all times • Able to build and maintain effective relationships with clients and colleagues at all levels • Able to tolerate frequent interruptions • Committed to working within the Adults and Integrated Care "Moving Forward Together" Behaviour Framework: We will do as we say; We will Focus on Solutions; We will be the best we can be • Committed to the principles of equality and diversity 	<ul style="list-style-type: none"> • Able to work under pressure 	<ul style="list-style-type: none"> • Interview • References

<p>Circumstances</p>	<ul style="list-style-type: none"> • To participate in 'On Call' rota to include weekend working • To work additional hours according to the demands of the service • Able to carry out the physical requirements of the post i.e. lifting and carrying, using appropriate manual handling techniques • Able to work outside of office hours as required • Full current driving licence or access to a means of mobility support • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • Application form • Interview • DBS check
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