

## JOB DESCRIPTION

Post Title: Stores Officer		Director/Service/Sector Place / Housing Service		Office Use	
Grade: Band 4		Workplace: Cowley Road Depot Blyth		JE ref:	
Responsible to: Stores Team Leader		Date:20/3/2019	Manager Level: N/A		HRMS ref:
Job Purpose: To assist in the efficient,effective delivery of a comprehensive stores service - To work closely with the Stores Team Leader to deliver service improvements to all areas of purchasing and stores service .					
Resources		Staff	None but may need to deputise for stores team leader on occasion		
		Finance	Some - booking in costs of materials ordered and ordering materials using total mobile		
		Physical	Moderate - lifting - pushing - bending materials when loading and unloading vehicles		
		Clients	Internal and external		
Duties and key result areas:					
<ul style="list-style-type: none"><li>• To carry out all processes associated with ordering,storage,stock checking and issue of materials,plant and equipment</li><li>• To assist in ensuring that value for money is achieved for construction services work streams including repairs,capital and voids</li><li>• To liaise with operations managers, team leaders and trades to plan effectively for the provision of materials,plant and equipment</li><li>• To resolve queries and enquiries with regard to orders and purchases including liaising with operational staff,suppliers and subcontractors</li><li>• To maintain the security and general health and safety requirements of the stores areas both internal and external</li><li>• To ensure that the Northumberland County Council financial regulations and standing orders are complied with</li><li>• To work safely at all times ensuring the safety of yourself,colleagues and visitors to the stores</li><li>• To be responsible for the inspection of damaged stock, investigate and make necessary arrangements for the replacement and write off</li><li>• To carry out van stock checks and ensure that van stocks are maintained at the most efficient levels</li><li>• To assist the Stores Team Leader in the installation and upkeep of stores and suppliers catalogues</li><li>• To assist in investigating stock variances</li><li>• To maintain computerised stock control systems and assist in the development and introduction of new systems</li><li>• To assist in the proactive approach to equality and diversity in Northumberland County Council</li><li>• To obtain and maintain all relevant health and safety and COSHH information for the stores operations and materials</li><li>• To be a health and safety ambassador and encourage good health and safety awareness and good practice both internally and externally for the service</li><li>• To become a trained PAT tester and be able to carry out inspections and PAT testing of electrical equipment provided by the Council</li><li>• To participate and assist in the end of year stocktake and any audits that are carried out relating to the stores and its operations</li><li>• To become a trained and proficient forklift truck driver</li><li>• To undertake any training required to support the Stores Team Leader deliver an excellent service to its users and key stakeholders</li><li>• To undertake all Northumberland County Council training to allow the post holder to productively and safely discharge their duties</li><li>• To be available to open stores in cases of emergency service needs out of normal working hours</li><li>• To deputise when necessary for the Stores Team Leader when they are unavailable</li><li>• To maintain the stores areas internally and externally in a tidy and safe condition</li><li>• To assist the Stores Team Leader maintain the security of the stores in terms of unauthorised access</li></ul>					

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:	Not applicable but needs to have the qualifications to safely use forklift truck
Working patterns:	Day time shift 8.30am - 4.30pm Monday to Thursday and 8.30am to 4.00pm Friday
Working conditions:	Works inside and outside of the stores area - physical including bending carrying pushing and pulling loads safely on daily basis

## PERSON SPECIFICATION

Post Title: Stores Officer		Director/Service/Sector: Place / Housing Service	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
A good standard of education level 3 maths and english A good knowledge of the working practices of a busy stores environment I.T. literate and able to use I.T. hardware and software solutions An understanding of health and safety practice in an industrial stores Environment Commercially aware and understands the relationship between costs and quality Customer service experience and customer satisfaction driven Health and Safety aware	Relevant Stores related qualification  Health and safety awareness qualification  Manual Handling training and certificate  Relevant forklift drivers qualification		
Experience			
Experience in working in a busy stores environment Experience in using I.T. applications used in stores Experience in engaging effectively with others and building productive partnerships Experience in working collaboratively with service users and colleagues Experience in working in accordance with health and safety regulations and codes of practice Experience in checking and the safe use of plant and tools Financially aware and understands the concept of budgetary management and control	Experience in operating Total Mobile in a stores environment  Understanding of a service driven approach  Understanding of health and safety based risk assessments  Understanding and experience of using COSHH assessments  Team player with the objective of delivering high quality services  Good working knowledge of the UK construction industry materials		
Skills and competencies			
Effective in the use of I.T. hardware and software systems Ability to undertake safety risk assessments in the workplace Numeracy and literacy Applies a methodical approach to problem solving Ability to work as an individual and as part of a team Ability to plan and carry out tasks safely to a good standard with minimal need for supervision Helps create a positive work culture in which diverse individual contributions and perspectives are valued Remains calm and logical in stressful challenging conditions	Total Mobile Stores applications  Experienced in Google and Microsoft Office applications  Strong interpersonal skills and the ability to build excellent working relationships  Committed to continuous personal development  Committed to continuous service improvement		

<p>Ability to negotiate and persuade others to an alternative point of view</p> <p>Has high standards and promotes the Councils standards and policies</p> <p>Attends work promptly and regularly</p> <p>Dependable in supporting the needs of the service and the Council as a whole</p> <p>Supports the management team in delivering the Councils service plans</p> <p>Displays and encourages high standards of honesty,integrity,openness and respect for others</p> <p>Willingness to undertake training to operate equipment required to test and certify operations equipment such as P.A.T. testing of plant and tools</p>	<p>Confident in taking part in team meetings and contributing ideas for service improvement</p> <p>Recognises poor performance and works to improve performance in oneself and others</p> <p>Qualified to undertake testing and certifying of council owned plant and tools an example being (but not restricted too) P.A.T. testing of equipment</p>	
<b>Physical, mental and emotional demands</b>		
<p>Extensive manual working in terms of bending,stooping,reaching and stretching</p> <p>Extensive carrying of goods in a safe workmanlike manner</p> <p>Operates Forklift Truck including driving inside and externally</p> <p>Extensive contact with internal and external service users and stakeholders</p> <p>Needs to maintain general awareness with ongoing periods of enhanced concentration</p> <p>Able to work for ongoing periods of time with I.T.</p> <p>Ability to stay calm when challenged by internal and external service users and stakeholders</p>	<p>Ability to undertake manual handling in a safe working method</p> <p>Ability to undertake training in safe driving of forklift truck then safely operate forklift truck</p>	
<b>Other</b>		
<p>Able to work outside of normal hours including weekends,evenings,early mornings and bank holidays when required from time to time</p>	<p>Ability to attend work in times of peak demands or and emergencies required of the service</p>	

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