

## JOB DESCRIPTION

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| **Post Title:** Supply Chain Manager |
| **Department:** Operations  | **Establishment/Post No:**  |
| **Division/Section:** Waste & Transport | **Post Grade: Grade 14** |
| **Location:** Bradley Fold Trading Estate | **Post Hours:** 37 hours per week Monday to Friday (Flexitime scheme in operation)**Subject to service requirements** |
| **Special Conditions of Service:**To undertake contractual overtime (paid at time and a half) for the purpose of conducting two annual stock checks and / or any required site maintenance activities. For 36 hours per annum, to be paid on a monthly basis (3 hours contractual overtime payable per month).In the event of a major incident, to respond to a Call – Out request to allow the issuing of materials to the members of the Emergency Planning Team. In the event of responding to a Call – Out request, a payment will be made, as per Local Conditions of Service, Section Three, item six – Call – Out. Required to be in possession of a current driving licence to allow driving of Council vehicles.Must be able to maintain a strenuous daily routine with changing demands and also to be able to work in adverse weather conditions. |
| **Purpose and Objectives of Post:**To manage an efficient and cost effective supply chain service to meet the requirements of internal customers and partner organisations.To implement and maintain professional procurement processes and systems, ensuring best value for money in terms of whole life costing is achieved in all procurement activity.To manage the budget for procurement of goods and services ensuring that all payments are made to suppliers and that all payments are received from customers.To identify and analyse any new or improved IT systems available to ensure the efficient running of the service.To manage the Supply Chain team in maintaining effective and efficient systems of receipt, storage and distribution of materials both stocked and non stocked to customers.To ensure continuity of supply of required products is maintained. |
| **Accountable to:** Executive Director of Operations  |
| **Immediately Responsible to:** Head of Waste & Transport  |
| **Immediately Responsible for:** Supply Chain Supervisor, Supply Chain Systems & Procurement Officer |
| **Relationships: (Internal and External):****Internal:** Staff from all departments of the council.**External:** Contractors and suppliers of goods and servicesRegulatory agencies such as the Environment AgencyExternal non Council customersMembers of partner organisations such as AGMA, YPO and other CouncilsMembers of the public |
| **Control of Resources:****Financial:** Ensuring security of all items and materials within the stores.Accurate record keeping for all stock and non stock transactions ensuring payments are both made and received for an annual transaction value in advance of £5 million.**Health and Safety:** Health safety and welfare of self and other stores staff as well as any persons who enters the stores and its associated storage facilities.Maintenance of any equipment used by the supply chain department e.g. fork lift trucks, loading shovel, pallet trucks and cutting equipment.Ensure accurate COSHH records are held and regularly maintained and available to users of materials, general public and medical officials who may require these documents.The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues. |
| **Duties/Responsibilities****To manage an efficient and cost effective supply chain service to meet the requirements of internal customers and partner organisations.**1. Negotiate fees for ad hoc storage requests from throughout the Authority; arrange the safe transportation and storage of any items requiring storage.
2. Store confidential archive materials for the Council within the Stores area ensuring that these items are stored in a secure location and kept confidential.
3. Monitor the supply chain CCTV system and use the system in accordance with current legislation.
4. Arrange for the annual maintenance of the supply chain CCTV system and review any additional areas that should be covered by CCTV updating the system where necessary.
5. Implement continuous and twice annual checks of stocks held within the Inventory Management system identifying discrepancies and carrying out the appropriate corrections through system investigations. Implement effective solutions to aid negating any future discrepancies.
6. Negotiate, produce and sign off appropriate Service Level Agreements with various internal and external services.
7. Ensure an efficient layout of both the internal and external storage areas allocated to the Stores section, including the installation, maintenance and erecting of any large scale racking required for storing of products.
8. Attend and facilitate on site meetings with Council tenants and suppliers to determine and resolve faults on products that have been fitted within properties.
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| 1. Extract information from any systems available to produce reports for the supply chain customers.
2. Commission and ensure regular maintenance of pumps for the issuing of fuel, Ad Blue and other pumped lubricants held within the stores.
3. Commission the annual pressure tests and calibration of fuel pumps to meet current trading standards (metrology) legislation.
4. Commission the weighbridge’s annual load testing with the Council’s Trading Standards service to allow the legal sale of goods from the Council.
5. Maintain an up to date COSHH file for all products that come under this legislation. Some of these products could come into contact with members of the public and documentation needs to be provided to medical professionals as and when required.
6. System administer the Triscan fuel issuing system that controls the issue of fuel to Council vehicles.
7. Be fully aware of current legislation for the storage of fuels, PPG7 Above and Below Ground Storage and ensure the Council’s fuel storage facilities meet with this legislation.
8. Investigate any discrepancies with regard to the requisition and issuing of stores items on a day to day operational basis and to notify all relevant departments of such.
9. Provide full assistance with regard to any investigations undertaken by other officers within the Council in relation to any discrepancies that occur.
10. Ensure that all stocked products are labelled with the appropriate barcode information and that up to date barcode stocks books are available to all users including stores staff and customers.
11. Carry out physical van stock checks on behalf of Six Town Housing on the impress stock allocated to each operative, identify any discrepancies and report to Six Town Housing management.
12. Ensure that an efficient counter service is available to all customers and, working with the supply chain team, look for and implement any improvements that could be made.
13. Receive incoming materials and equipment from suppliers and ensure quality and quantity complies with any documentation provided.
14. Ensure materials are stored in the correct locations and, where appropriate and in accordance with industry practice and health and safety regulations, ensure compliance with any associated COSHH regulations.
15. Communicate with customers and suppliers via telephone, e-mail and face to face.
16. Deal with customers and suppliers in a polite, calm and efficient manner.
17. When necessary, operate forklift trucks for loading, unloading and accurate storage of materials.
18. When necessary, drive Council vehicles, up to 3.5 tonnes, for the collection and delivery of materials.
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| **To implement and maintain professional procurement processes and systems, ensuring best value for money in terms of whole life costing is achieved in all procurement activity.**1. To be responsible for the day to day management and operation of the Purchasing and Inventory Management module in the Agresso financial management system to ensure its integrity and effectiveness for all aspects of the recording of purchases, issues and withdrawals from the stores system.
2. To undertake regular maintenance of the Product Masterfile, reconcile stock movements and transactions and ensure the integrity of product records held in the Agresso system.
3. To ensure the ongoing integrity of the Authority’s product financial records held in the Agresso system throughout future system developments.
4. To be responsible for the assessment, prioritisation and resolution of problems within the Inventory Management system and the effective implementation of solutions as required.
5. To produce training manuals and undertake regular training needs assessments and ensure that all relevant staff are fully trained in using Agresso according to their needs. These include Council staff and also customers who are allowed access to view transactions that are relevant to them.
6. Possess the responsibility to produce orders of unlimited value without the requirement for authorisation of other senior managers.
7. Payment authorisation of invoices from suppliers for goods, works and services supplied to the stores and depot facilities.
8. Authorise spend on budgets that are the responsibility of other departments within the Council and Six Town Housing.
9. Deal with solicitors and other financial institutions to gain outcomes as a result of unresolved invoice payment issues e.g. when a company goes into liquidation.
10. Attend and participate in the Council’s Operational Procurement Network group to share ideas and achieve a joined up procurement approach across the Council.
11. Arrange contract review meetings with suppliers and customers and act on any outcomes of such meetings and take any appropriate action as a result of those meetings.
12. Identify areas of spend within the stores that would benefit from a contractual arrangement being put in place and act on this to ensure that the process undertaken complies with the Council’s Contracts Procedure Rules and, where necessary, European procurement directives.
13. Take the lead role on tenders and ensure that the correct specifications and documentation is provided for the development of tender evaluation criteria in relation to goods, works and services requirements for the stores and depot.
14. Undertake significant negotiations with suppliers and customers to achieve improvements in the quality of service and value for money.
15. Provide advice and support to suppliers and customers to enable them to improve the quality of their service.
16. Attend meetings with partner organisations such as AGMA and YPO to participate in the evaluation of contracts for future use by the Council and to participate in the on-going discussions regarding future requirements in potential contracts.
17. Authorisation of orders raised by the supply chain team for stock and non-stocked products.
18. Undertake the evaluation of tenders submitted through The Chest, the Council’s electronic tendering system.
19. In partnership with suppliers, provide detailed product information to all customers of the stores service as required.
20. Required to be in full possession of a Council Purchase Care and process associated paperwork.

**To manage the budget for procurement of goods and services ensuring that all payments are made to suppliers and that all payments are received from customers.**1. Produce and sign-off accurate financial year end stock valuation certificates that are entered into the Council’s financial accounts
2. Ensure that all stock transactions are processed to meet deadlines such as period/year ends.
3. Obtain quotes, raise and approve orders (P2P) for one off special purchases.
4. Required to GRN any goods received from P2P orders raised.

**To identify and analyse any new or improved IT systems available to ensure the efficient running of the service.**1. Investigate and project manage any new system implementations.
2. Identify any storage requirements for the future improvement of the department from ordering new storage facilities to the designing and project management of a process to build and install a new room or a new mezzanine floor.

**To manage the Supply Chain team in maintaining effective and efficient systems of receipt, storage and distribution of materials both stocked and non stocked to customers.**1. Undertake management of the supply chain team leader including the allocation of work to supply chain staff in the absence of the Supply Chain Supervisor.
2. Undertake sickness monitoring for Supply Chain team.
3. Recruitment and selection of Supply Chain personnel.
4. Ensure all Supply Chain personnel have the appropriate training and certification to carry out the duties required of them.
5. Write and update supply chain working procedures and manuals, as and when appropriate, ensuring that they are available to all members of the team.
6. Removal of potential hazards to ensure the safety, health and wellbeing of all personnel entering the stores and its internal/external storage areas.
7. Produce and maintain a file for any risk assessments and associated working procedures.
8. Ensure safety and security of all items within the stores.

**To ensure continuity of supply of required products is maintained.**1. Provide reports to Government departments on stocked products that can have a highly political profile such as fuel stocks, rock salt for winter maintenance and flood defence items.
2. Work with other councils to ensure continuity of supply of the products listed above and make decisions as to the selling or lending (mutual aid) of stocks to neighbouring councils. Including working with Bolton Council, to ensure adequate stocks of rock salt for winter maintainence.
3. Undertake continuous stock checks and annual full stock check.

**Other**1. Develop existing and generate new business to maximise income generation
2. Act as key holder for Bradley Fold Depot.
3. Undertake any training necessary for the development of the position.

**Safeguarding:**As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.**Equality Diversity and Inclusion:**Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.**Health and Safety:**The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.  |
| **Job Description prepared by:** | **Sign:** | **Date:** |
| **Agreed correct by Postholder** | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** |



**OPERATIONS**

**PERSON SPECIFICATION**

**SUPPLY CHAIN MANAGER**

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| **SHORT-LISTING AND INTERVIEW CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Must have previous day to day management experience within a supply chain environment. | 🗸 |  |
| Professional qualification level 4 CIPS, or be able to demonstrate similar skills, knowledge and experience relevant to the requirements of the post. |  | 🗸 |
| Advanced negotiation techniques, to allow negotiations of high value contracts, and supplier review negotiations. Also to analyse and evaluate financial and other numerical information to form judgements about performance, quality and value for money. | 🗸 |  |
| Must have relevant marketing experience and qualification. Also the ability of arranging service level agreements with both internal and external customers, with the aim to bring future business opportunities for the service. |  | 🗸 |
| Must be in possession of a suitable Health & Safety certificate | 🗸 |  |
| Have advanced knowledge of COSHH and work place risk assessments to allow documents to be completed and advice to be given on usage of products and safe working practices | 🗸 |  |
| Have the ability to work on own initiative and make high level decisions on product and service procurement | 🗸 |  |
| Have knowledge of all customers’ business portfolios to fully understand the materials and resources that are required to allow a professional supply chain service to be provided to all customers. | 🗸 |  |
| Demonstrate advanced customer services skills, and be able to communicate at all levels with customer departments | 🗸 |  |
| Have the ability to lead a team on projects as diverse as installation of new IT systems or building projects. Bringing together the right people to achieve the envisaged outcome of the project.  | 🗸 |  |
| Excellent report writing skills. | 🗸 |  |
| Be able and willing to work in adverse weather conditions | 🗸 |  |
| To possess competent knowledge of stocked products and to be able to advise customers on the appropriateness of available products to carry out specific tasks across a wide variety of trades | 🗸 |  |
| Be in possession of a current driving licence to allow the post holder to drive Council vehicles | 🗸 |  |
| Ability to manage and prioritise work to meet key business objectives and priorities. | 🗸 |  |
| Must be computer literate to allow use of Microsoft packages and the Council’s financial and stock control systems | 🗸 |  |
| Have the ability to write and produce documentation, in line with public procurement regulations and legislation. To be loaded on to The Chest to allow suppliers to bid for tender opportunities, also evaluation and award the contracts to the provider who offers the best value to the Council for the products or service.  | 🗸 |  |