

## JOB DESCRIPTION

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| **Post Title:** Supply Chain Operative | | | |
| **Department:** Operations | | **Establishment/Post No:** | |
| **Division/Section:** Strategic Procurement/Supply Chain Team | | **Post Grade:** Grade 7 SCP 7-11 | |
| **Location:** Bradley Fold Trading Estate | | **Post Hours:** 37 hours per week Monday to Friday  **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).  Must be able to maintain a strenuous daily routine with changing demands and work in adverse weather conditions. | | | |
| **Purpose and Objectives of Post:**  To assist in maintaining effective and efficient systems of receiving and distributing materials both stocked and non-stocked to customers of the stores service. This is to be carried out using the systems available within the stores such as Agresso stock management system and bar coding technology. | | | |
| **Accountable to:** Supply Chain Manager | | | |
| **Immediately Responsible to:** Supply Chain Warehouse Supervisor | | | |
| **Immediately Responsible for:** None | | | |
| **Relationships: (Internal and External):**  **Internal:** Staff from all departments of the Council  **External:** Contractors and suppliers of goods and services. External non council customers. Members of the public. | | | |
| **Control of Resources:**  **Financial:** Ensuring security of all items and materials within the stores  **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. | | | |
| **Duties/Responsibilities:**   1. Act as a key holder for the Supply Chain Service. 2. Operation of forklift trucks for loading, unloading and accurate storage of materials 3. Provide a counter service to all customers. 4. Receive incoming materials and equipment from suppliers and ensure quality and quantity complies with any documentation provided. 5. Issue stocked and non stocked items to customers ensuring the appropriate information is provided for the transaction. 6. Accept returned materials and equipment from customers ensuring that the items are of a standard to be reissued. 7. Carry out appropriate transactions on the Councils bar coding system or stock management computerised systems for the issuing, receiving and returning of stocked items. 8. Maintain accurate records for all stocked and non stocked product transactions. 9. Ensure safety and security of all items within the stores. 10. Ensure materials are stored in the correct locations and where appropriate in accordance with industry practice and health and safety regulations, ensuring compliance with any associated COSHH regulations. 11. Assist in maintaining an efficient layout both of the internal and external storage areas. 12. Assist in continuous stock checks and annual full stock check 13. Ensure that the stores environment is kept in a clean, tidy and safe condition. Ensuring that all aspects of good housekeeping are maintained. 14. Ensure only authorised personnel enter the stores area. 15. Obtain quotes and raise orders (P2P) for one off special purchases which will go to supervisor or manager for approval. Process all relevant transactions to allow payment of goods. 16. Be sufficiently familiar with stores stock so as to ensure the correct items are issued and also to provide information on the availability and suitability of the items required. 17. Communicate with customers and suppliers via telephone, e-mail and face to face. 18. Use of the stores computerised management system to investigate stock levels and enquire on previous transactions. 19. Deal with customers and suppliers in a polite, calm and efficient manner. 20. Use of hand and power tools to cut materials to size prior to issue. 21. 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:** |

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| PERSON SPECIFICATION   **SUPPLY CHAIN OPERATIVE** |  |

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| **ASSESSMENT METHOD** | **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application & Interview | To be qualified in the process of manual handling and be willing to work at heights when required | 🗸 |  |
| Application & Interview | Able to demonstrate competence required to drive fork lift trucks as well as the knowledge to carry out daily vehicle checks | 🗸 |  |
| Application & Interview | Have appropriate knowledge of COSHH to ensure safe storage of any products that come under the COSHH legislation | 🗸 |  |
| Application & Interview | Have the ability to work on own initiative during the working day, to allow for changing demands | 🗸 |  |
| Application & Interview | Demonstrate relevant customer services skills | 🗸 |  |
| Application & Interview | Possess the relevant knowledge and experience in the use of hand and power tools to allow the cutting of materials to size to meet customer requirements | 🗸 |  |
| Application & Interview | Be able and willing to work in adverse weather conditions | 🗸 |  |
| Application & Interview | To possess competent knowledge of stocked products and be able to advise customers on the appropriateness of available products to carry out specific tasks across a wide variety of trades | 🗸 |  |
| Application & Interview | Must be computer literate to allow use of Microsoft packages and the Council’s financial and stock control systems | 🗸 |  |
| Application & Interview | Relevant experience in a multi operational product range warehouse | 🗸 |  |
| Application & Interview | Be in possession of a current driving licence to allow the post holder to drive council vehicles |  | 🗸 |