

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE: Stores and Supplies Assistant

SCALE: 3

SUPERVISION AND CONTROL: Stores and Supplies Manager

RESPONSIBLE FOR: None

PLACE OF WORK: Force Stores, Salthouse Road

HOURS OF WORK: 37 hours

PURPOSE OF THE ROLE:

To provide an effective, efficient and courteous stores and uniform/ kit and goods inwards service to the Force and Fire Service, maintaining departmental service levels

MAIN RESPONSIBILITIES:

1. To receive deliveries into the stores for both organisations. To facilitate the handling process and security of goods during storage, and issue or dispatch items as required. To maintain relevant records accurately for these processes. To book deliveries into stock & put items into the correct relevant location.
2. To monitor the goods which are received – ensuring that only items of the required type and/or quality are taken into stock and raise any discrepancies with the originating source or supplier
3. To ensure that stock and goods are maintained in good condition, easily located, rotated as necessary and to undertake stock checking periodically and at financial year end.
4. To receive requests for uniform and equipment from officers and staff on the relevant organisations' stock systems. To check and approve requests against uniform and equipment guidelines. Check against issue reports, update spreadsheet records if required. Pick & dispatch to meet Stores weekly delivery schedule.
5. Assist in the forecasting for the ordering of required stock, and expediting of orders
6. To ensure that issued kit is fit for purpose in accordance with the Force/Fire uniform Policy and any relevant Health and Safety standards

7. To accept returned items back into Stores and pursue the appropriate disposal processes, including the return of goods to suppliers – ensuring that all such returns are accurately recorded. Return items to stock from officers/staff where appropriate against individual's issue. Any savings made by re-issuing (once cleaned where necessary) is recorded on a savings spreadsheet.
8. To identify any item/ equipment quality or utilisation issues and to raise appropriate matters to the Stores and Supplies Manager in periodic team meetings focussing on efficiency, value for money and fitness for purpose of stocked items
9. Measure, assess and equip Police officers, specials, PCSOs and staff, Firefighters and Fire support staff with items of uniform, personal protective equipment and clothing, which fit to required standards. Includes measuring and fitting protective body armour to ensure the full safety of Police officers and staff (including PSU, Firearms & Dogs), and the measuring and fitting of Fire PPE where required.
10. To liaise with districts and other departments (in particular HR and Training) in respect of new recruits or training resulting arranging a timetable for measuring and fitting colleagues in a professional and efficient way. Arranging delivery of new recruits uniform to the appropriate location in a timely manner on an agreed date.
11. To ensure that an auditable trail is maintained of designated items which require tracking [e.g. PAVA incapacitant spray canisters] and general asset marked equipment, in line with asset management principles and procedures for both POLICE and FIRE organisations.
12. To ensure the Leavers processes are fulfilled, to arrange an appointment to return uniform. Items returned are checked against issue list. Complete spreadsheet to indicate all items returned. This includes any non-starters.
13. To issue and maintain records for all loan items of uniform and equipment, and record correctly all items sent for repair/testing.
14. To raise requisitions for new starters and any ad hoc requests, including taking photographs of new recruits for warrant/ID cards and upload to computer.
15. Ensure Health & Safety standards are adhered to and maintain the cleanliness of Stores.
16. To assist with driving duties for Police and Fire Stores weekly deliveries and other delivery/collection runs as required.

PERSON SPECIFICATION

STORES AND SUPPLIES ASSISTANT

ESSENTIAL CRITERIA:

- 1.** Educated to GCSE standard or equivalent, and/or have previous experience of a stores environment in the public sector, retail or the clothing trade
- 2.** A flexible, teamwork approach, demonstrating initiative, ownership and good interpersonal skills
- 3.** Must be able to climb a 10ft ladder daily and be able to lift up to 25kg
- 4.** Good communicative, organisational and administrative skills and numerical ability
- 5.** Good computer skills, with experience of the Microsoft Office suite of software and demonstrating the ability to use Excel spreadsheets
- 6.** Must be able to display appropriate initiative and discretion in maintaining a customer-focussed approach while following relevant processes and policy
- 7.** To demonstrate a good level of spatial awareness in respect of making the best use of storage space and seeking to improve the efficiency of routine activities in the Stores environment
- 8.** An appreciation of Equality and Diversity issues relevant to the role
- 9.** Ownership of a suitable driving licence and ability to drive a Stores van to make deliveries/collections.

DESIRABLE CRITERIA:

1. Familiarity with a range of the products stocked
2. Experience of delivery driving

Problem Solving: All front line stores staff are confronted with regular problems, they are presented with new or unusual situations, demands or challenges or something has gone wrong and has to be sorted;

The problems that have to be dealt with in carrying out this role include:

- Challenging those who are not compliant with Force Policy

Interpersonal Skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:

- Informing Stores and Supplies Manager or buyers of compliance issues
- Customer proactive focus

Communicating: Indicates what sort of communications are made in carrying out the role, the format and the purpose and frequency and to whom.

The role involves communication to people as follows:

- Daily verbal and written contact with suppliers of goods and services
- Daily verbal and written contact with internal customers
- Daily verbal and written contact with the, Stores and Supplies Manager and buyers

Skills

Personal Qualities and Values;

- Personal responsibility on quality and delivery of service
- Contribute to pride and confidence demonstrating force values
- Respect for Diversity
- Contributing to the team

Professional Skills;

- Negotiation and Influencing skills
- Effective communication
- Planning and Organising
- Problem Solving
- Role specific skills