



Job Description

Logistics Technician (Supplies)

Department:	Operational Logistics
Grade:	Scale 4
Location:	Betony Road
Responsible to:	Supplies Manager

Main purpose of the role

This is a varied role with tasks and responsibilities relating to the work undertaken by the Operational Logistics team based at Betony Road, Malvern. The Fleet, Equipment, Supplies and Water functions are carried out on and from this site.

You will support the work of the Supplies department to maintain stock levels appropriate to the needs of the Service, to maintain accurate and appropriate administration and recording systems, and to deliver mail and operational items in an efficient timely manner.

You will also contribute to the maintenance and servicing requirements of the Service's Fleet, Equipment and Water provision.

Key Duties and Responsibilities

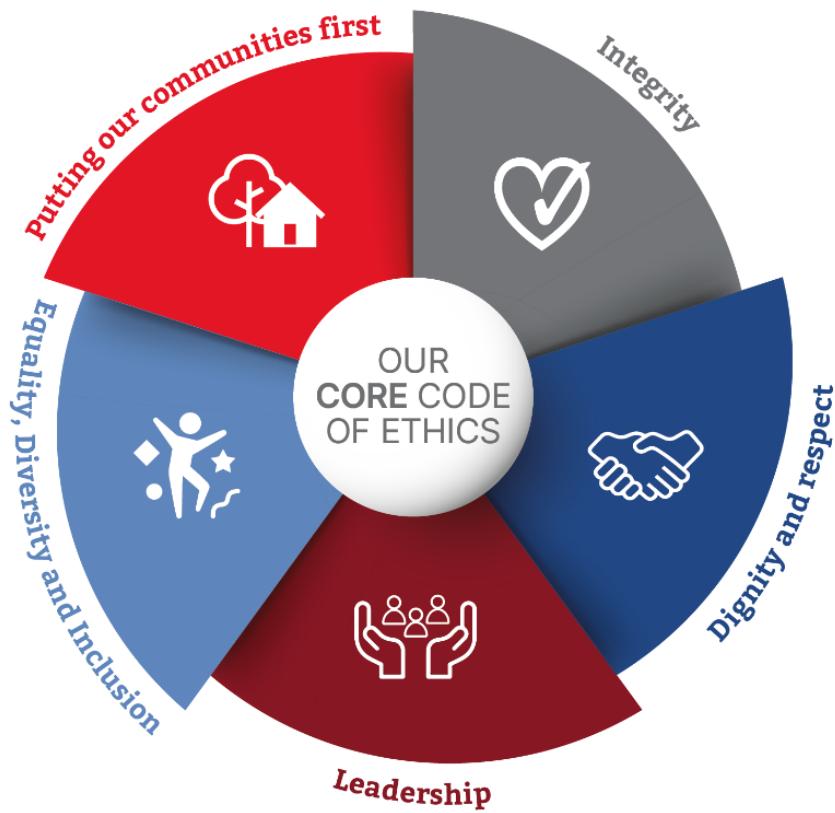
- To attend training courses and undertake any training necessary to carry out the role.
- To promote, implement and comply with Service policies, procedures, practices and principles, ensuring that service delivery decisions are made in accordance with published Service policies, particularly those relating to equality of opportunity.
- To assist with delivery of goods and mail to all stations and departments, as per the courier schedule, as and when required.
- To agree to work to the conditions as directed in the Lone Working Policy for the post.
- To provide assistance when required with the processing of orders using the IT system operated by the Supplies department.
- To examine all goods received and inform suppliers if goods are not equal to quality and quantity of purchase orders.
- To maintain stock records for all items issued using both manual and computerised databases as appropriate, and to raise purchase order(s) when goods reach minimum stock levels.
- To check all stock requisitions received for justification.
- To provide guidance and instruction on the use of all IT based processes utilised by the Supplies function.

<ul style="list-style-type: none"> • Responsible for the sourcing and purchase of consumables that are not obtained through centrally negotiated contracts, including uniform, operational equipment, stationery and cleaning materials. To ensure that all such purchases are carried out in accordance with current policies, procedures, regulations and standing orders
<ul style="list-style-type: none"> • Assist in procurement arrangements as part of the tendering process, advising and negotiating on product suitability, quality and price.
<ul style="list-style-type: none"> • To arrange dispatch of operational items to manufacturers for repair via carriers, and arrange any other Service parcels for dispatch.
<ul style="list-style-type: none"> • To maintain records of uniform issue and returns for all Service staff, using in-house or external Wardrobe Management systems.
<ul style="list-style-type: none"> • To assist with the maintenance of a fixed inventory and filing system.
<ul style="list-style-type: none"> • Assist the Supplies Manager when orders are not received promptly or complaints arise.
<ul style="list-style-type: none"> • To support the purchasing requirements for items for new builds and other areas as required.
<ul style="list-style-type: none"> • To answer department telephone calls and deal with related queries.
<ul style="list-style-type: none"> • To assist with the marking/identification of operational equipment.
<ul style="list-style-type: none"> • To assist with stock take exercises, audits and the annual stock take / end of year processes.
<ul style="list-style-type: none"> • To create records for new stock parts and equipment on to the finance system and locate them into the relevant parts section of the stores.
<ul style="list-style-type: none"> • To provide support for operational personnel at large incidents where spare equipment, welfare and servicing facilities are required.
<ul style="list-style-type: none"> • To assist in producing Risk Assessments for work activities where significant hazards are identified.
<ul style="list-style-type: none"> • To support other departments with Station audits across the Service.
<ul style="list-style-type: none"> • To collect and deliver vehicles to stations as required.
<ul style="list-style-type: none"> • To personally assist in the distribution of fleet, equipment, supplies and water items and services as required.
<ul style="list-style-type: none"> • To assist in the procurement, repair and maintenance of Water Rescue Equipment and PPE
<ul style="list-style-type: none"> • To assist Equipment technicians and Mechanics with Inspections and maintenance programmes where appropriate.
<ul style="list-style-type: none"> • To undertake such other duties and responsibilities appropriate to the post and grade as may be assigned.

Person Specification

Requirements	Essential or Desirable	Identified by
		A – Application I – Interview
Qualifications and Training		
Have a current driving licence and be a regular, experienced car driver	E	A, I
An LGV driving licence (Class C)	D	A, I
NVQ level 2 engineering skills or equivalent e.g. in mechanical or hydraulic fields	D	A, I
A recognised IT qualification	D	A, I
Experience		
Experience in the use of mechanical, electrical, pneumatic and familiarity with hydraulic equipment	D	A, I
Be able to demonstrate the relevant sector experience	E	A, I
Experience gained in a stores environment, to include an understanding of inventory and stock control systems	D	A, I
Experience of clerical work, including basic record keeping and administration, using both manual and computerised systems	D	A, I
Experience of servicing, testing and maintaining mechanical or technical equipment	D	A, I
Skills and Abilities		
The ability to work with minimal supervision and to exercise their own judgement	E	A, I
Good communication skills, including use of both the written and spoken word	E	A, I
The ability to understand and carry out instructions accurately	E	A, I
The ability to prioritise and plan workload	E	A, I
The ability to exert physical effort	E	A, I

A flexible attitude and willingness to support events outside normal working hours	E	A, I
Basic IT skills with an ability to complete and maintain records in a computerised format	E	A, I
An ability to prepare reports and maintain written records of test procedures	E	A, I
Manual and mechanical dexterity	E	A, I
Customer care skills	E	A, I
Other Factors		
Be willing to attend role related specialist training courses	E	A, I
Be prepared to drive between locations	E	A, I
Be able to lift and carry items of operational equipment	E	A, I
Show an understanding of and commitment to Equal Opportunities	E	A, I
Show willingness to work in arduous conditions, i.e. outside and on highways	E	A, I



Putting our communities first

We put the interest of the public, the community and service users first.

Dignity and respect

We make decisions objectively based on evidence, without discrimination or bias.

Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

Integrity

We act with integrity including being open, honest and consistent in everything we do.

Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.