



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Materials Management Assistant
Responsible To: Senior Materials Management Assistant
Department and Base: Procurement, Borders General Hospital
Date Updated: August 2020

2. JOB PURPOSE

The post holder is an active member of the Procurement team providing procurement support to all customers within NHS Borders. Assisting in the delivery of clinical supplies and non clinical supplies (in particular PPE) ensuring goods are ordered and delivered timeously. The post holder will be responsible for the Top Up of all PPE storage areas within BGH.

The post holder will contribute to the provision of a responsive and cost effective service to all customers within NHS Borders.

To ensure the correct and safe order and delivery of goods

3. ORGANISATIONAL POSITION

See Separate Chart.

4. SCOPE AND RANGE

The post impacts operationally upon the health care services within NHS Borders and other external bodies servicing a diverse population across a wide geographical area.

Supporting the Procurement Team to provide a comprehensive procurement service to meet the requirement of an efficient and effective supply chain.

Statistics:

No of NDC lines processed per week = 8150 (162 orders)

Annual value of NDC lines = £2.6m

Service Provision to all NHS Borders locations

5. MAIN DUTIES/RESPONSIBILITIES

- Assist the Senior Materials Management Officer in the provision of a materials management (Ward Top Up) service to Borders General Hospital This role will in the main provide a PPE Top Up service across all Storage areas within BGH.
- Check delivery notes and follow up any discrepancies. Notify and advise the Senior Materials Management Officer of any shortfalls within the receipts system taking and reporting remedial action as and when required.
- Ensure goods are stored in the correct location within Stores or cleared, marked and located for on ward distribution.
- Assist in the distribution of goods to wards and departments within the Borders General Hospital as required.
- Provide Put Away Service to all Wards ensuring all PPE goods are stored appropriately and timeously following delivery to Wards.
- Advise the Senior Materials Management Officer of any discrepancies or issues as a matter of urgency.
- Issue goods to users within NHS Borders on receipt of stock issue note or manual requisition, ensuring goods are clearly labelled and available for onward distribution.
- Maintain a dialogue with both suppliers and customers to achieve the timeous resolution of any enquiries. Reporting to the Senior Materials Management Officer the various outcomes.
- Assist in General Stock Check when required.
- Assist in maintaining cleanliness and tidiness of the stores area.
- Maintain a dialogue and close working relationship with the Procurement office to ensure that all urgent orders are processed as a matter of priority.

6. SYSTEMS AND EQUIPMENT

- Standard Office equipment.
 - Ward Product Management System (Powergate) and bar-coding tools and E-Financials Stock System. Training will be given if required.
 - Photocopy – documentation as required.
 - Telephone – used extensively for internal and external customers and suppliers to achieve instant response to situations i.e. placing order orders, requesting further information to allow rapid processing of requests.
 - PC – PECOS system used to receive goods.
 - PC – Email used to communicate with internal and external customers/colleagues.
- Ability to electronically monitor the flow of information in order to predict and deal with bottlenecks or shortfalls in any of the Procurement Strategies.
- The post holder will have competent IT skills being fully literate with Windows based software.
- Must be able to operate efficiently under pressure and be adaptable in conditions of change.

7. DECISIONS AND JUDGEMENTS

Work pro-actively with customers and departments to predict and solve problems.

Develop and improve the relationship with other department by ensuring quick, effective responses to queries and complaints.

Continually review workforce to ensure application of best practice.

Understand the departmental procedures and policies i.e. Health and Safety, Manual Handling.

8. COMMUNICATIONS AND RELATIONSHIPS

Frequent communication with all levels of staff within NHS Borders for the efficient and effective provision of a logistics service.

Regular contact with other members of staff in the Procurement Department.

The post requires a percentage split between general stores duties and portering duties and the post holder is required to work unsupervised ensuring the smooth and efficient operation of receiving and issuing function.

9. PHYSICAL DEMANDS OF THE JOB

Physical

- Keyboard skills – high level of accuracy and concentration required.
- PC working for extended periods
- Maintain a level of physical fitness to tackle heavy or manual handling issues.

Mental

- Working to deadlines and schedules enforced by customer needs.
- Responding to unpredictable work patterns/emergencies when critical patient need.
- Ability to cope under extreme pressure to any change in procedures or circumstances.
- Ability to cope with frequent interruptions from customers and suppliers.
- Be aware and implement all relevant Health and Safety requirements as and when they impact on the organisation.

Emotional

- Dealing with difficult customers and suppliers potentially unreasonable demands.
- Excessive pressure of work.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Constantly striving to meet ever decreasing timescale in the provision of an effective service often when targets get higher.

General dealing with the constant number of diversions, which arise throughout the day.

PERSON SPECIFICATION

For the post of Materials Management Assistant

Below are the essential knowledge, training (including qualifications) and experience required to do this job.

ESSENTIAL

- 1 Good Communication skills
- 2 Good numeracy skills
- 3 Ability to work unsupervised
- 4 Basic PC skills – Word, Excel.

DESIRABLE

- 1 Knowledge of warehouse systems
- 2 Previous experience in a warehouse/stores environment