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### JOB DESCRIPTION

**Job Title:** **Stores Officer (Hairmyres)**

**Department(s):**  **Procurement**

**CAJE ID: NHSL20/015**

**No of Job Holders:**

### JOB PURPOSE

The post holder will create purchase orders for the General Stores stock, process goods received onto the stock control system, process goods which require to be returned to suppliers and liaise with suppliers.

To support the procurement process for new and specialised deliveries.

To provide clerical and administrative support to the Stores & Logistics Supervisor/Procurement Team Leader.

1. **ORGANISATIONAL POSITION**

See Appendix 1

1. **SCOPE AND RANGE**

NHS Lanarkshire is responsible for the health care of more than 652,230 people living within the council areas of North Lanarkshire and South Lanarkshire in Scotland, making it the third largest health board in the country after NHS Greater Glasgow & Clyde and NHS Lothian.

GP Medical services are provided from >100 sites. Acute Health care is provided from 3 District General Hospitals

Procurement provides its services to in excess of 110 sites across Lanarkshire and provides support to organizations on a regional and national basis.

NHS Lanarkshire Profile

Revenue Resource Limit (2015/16): £1.19bn

Capital Resource Limit (2015/16): £33.2m

Total Trade Spend with third party suppliers: £200m of which:

> £50m – PFI Contracts

> £13m – National Distribution Centre spend

> £137m – Remaining trade spend

Total NHS Lanarkshire Staff: 12,000

Total Procurement Staff: 46 wte

Procurement Department Budget £1.37m

1. **MAIN DUTIES/RESPONSIBILITIES**
* To ensure that all goods received and goods returned are processed via the General Stores computerised stock control system in an accurate and prompt manner and that associated paperwork is completed accordingly.
* To plan and prioritise own workload to meet the needs of the department.
* The post holder has delegated responsibility for certain matters and only in exceptional circumstances is work reviewed and approved prior to distribution.
* To participate in the maintenance of the General Stores Office procedures and filing systems.
* Investigate General Stores queries and provide information to allow satisfactory conclusion.
* To reconcile General Stores issues paperwork with ward orders.
* To maintain stock records by entering goods received and goods returned to supplier into the computerised stock control system.
* To maintain stocks of stationary by generating stores orders and requisitions.
* To ensure that that the daily BOXI reports are run and configured as per the scheduled drivers routes.
* To contribute to the general working of the General Stores department and provide other duties as specified by the Stores & Logistics Supervisor/Procurement Team Leader.
* To plan and prioritise the duties within the General Stores department in the absence of senior staff.
* To produce and distribute letters and memo’s in the absence of senior staff.
* Maintenance of staff leave records (including sickness absence) and completion of staff records in the absence of senior staff.
* To cover all duties of the Store Person(s) as and when required.
* Adhere to NHSL Policies and SFI’s and suggest any improvements regarding policies for the General Stores.

#### EQUIPMENT & MACHINERY

The post involves the use of computers running the following software:

eFinancials/Pecos – Purchasing and Stock Management System

BOXI – running of standard daily/weekly/monthly reports

Microsoft Packages including Excel & Word

E-mail

Intranet

Tauras/Datix/SSTS/Learnpro

Driving various vehicles up to 7.5 ton with Tail lifts, including forklift.

Stores trolleys, cages, pallets and barrows of various shape and sizes.

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| 1. **SYSTEMS**
* Daily uses of efinancials/Pecos/BOXI at intermediate level to process, create, maintain and analyse information.
* Update Tauras /Datix/SSTS/Learnpro as required.
* Tachograph and telematics systems for downloading drivers routes
* Microsoft Word
* Microsoft Excel
* Email
* Internet
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## DECISIONS & JUDGEMENTS

Highlight, analyis and resolve day-to-day problems arising within the General Stores regarding goods receipts and stock issues.

Ability to work unsupervised and to prioritise the workload on a daily basis.

The Stores & Logistics Supervisor/Procurement Team Leader give advice and guidance as required

1. **COMMUNICATIONS & RELATIONSHIPS**

Extensive communication with customers and contract end users to ensure their needs are delivered. This would include advising end users on how to maximise cost effective products.

The post holder is responsible for mentoring new staff they would be expected to demonstrate work activities due to the nature of the variety of work it takes 3 – 6 months for a new start to feel confident to carry out this role. They would also have responsibilities for checking monitoring/supervising agency staff

Contact with suppliers and NHSS(NDC) on a regular basis for queries.

Provide weekly KPI Reports to Stores & Logistics Supervisor/Procurement Team Leader.

Contact with IM & T helpdesk re printing, desktop or networking problems that may arise in the General Stores in the absence of senior staff.

1. **DEMANDS OF THE JOB (physical, mental, emotional)**

**Physical Skills:** Staff are required to be multi-skilled in various tasks and use of equipment to carry out said tasks. Keyboard skills are required for high degree of accuracy.

**Physical effort**: A lot of physical effort is required by the stores and logistics supervisor in their daily workload I.E the moving and handling of furniture and equipment throughout Board Wide, this can be over long periods of time.

**Mental demands**: Staff are required to drive vehicles for long periods, dealing with the busy demands of the service with the ability to prioritise work to meet tight deadlines.

**Emotional demands**: The demands of the service require the ability to prioritise work to meet tight deadlines for work to be done at short notice. Regular emergency requests are required to be dealt with ASAP. Requests have to be completed within strict time schedules.

**Working Conditions**: Staff have to work outdoor in all kinds of weather conditions (rain, sleet, snow, hot, & cold).

1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Ensuring the integrity of the Supply chain and to continually improve and implement the latest developments in procurement systems.

Ensure that all stock is kept at agreed levels.

Ensure that all stock is stored within the correct area especially the goods that are stored within the secure area.

1. **KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB**

Knowledge of Procurement / purchasing activities acquired through Scottish Vocational Qualification Level 3, (SVQ3) and/or Chartered Institute of Purchasing & Supply (CIPS) Certificate in Procurement and Supply Operations (Foundation) and/or relevant experience.

Knowledge in using an integrated stock management system is essential and experience in maintaining and updating system information is necessary.

The post holder must be highly IT literate.

The post holder should have experience in delivering customer focussed services and have strong communication and team-working skills are necessary.

The post holder should have a proven track record within a Stores Logistics/distribution team.

The post holder should have knowledge and understanding of Transport Legislation and Health & Safety.

It is essential for the post holder to have a recognised CPC qualification with Driving license Category C1 up to 7.5 ton.

The post holder must be trained in the department’s statuary training program i.e. Manual handling, Spillage kit training.

Commitment to ongoing personnel development as identified due to exigencies of the service

**Job Description Agreement**

**Job Holder’s Signature Date**

**Head of Department Signature Date**

**Appendix 1- Organisational Chart**