

JOB DESCRIPTION

POST TITLE:	STORES PERSON
POST NUMBER;	HB13
GRADE:	D
RESPONSIBLE TO:	Senior Building Surveyor (Cyclical)
RESPONSIBLE FOR:	Stores stock, plant stock, vehicle stock,
LIAISON WITH:	Technical Officers, Tenants, Call Centre, Building Manager, Council Staff, Public and Private Sector Clients.

KEY CORPORATE ACCOUNTABILITIES:

The post holder will undertake stock control for the Council and Council Tenants, and will promote the Council's aims and objectives in the provision of a professional service.

KEY SERVICE ACCOUNTABILITIES:

1. Receive goods to stores stock and issuing of stores items.
2. Maintain maximum and minimum stock levels and regularly assist in auditing stock.
3. Support trades to deliver a professional and safe maintenance and repairs service to Tenants.
4. Respond swiftly to emergency situations and resolve them efficiently.
5. Undertake all work efficiently and cost effectively, minimising non-productive time wherever possible and reporting any difficulties encountered to the Building Manager or Area Technical Officer.
6. Provide Health and Safety data information to workforce.
7. To assist in any vehicle's stock checks on a regular basis, reporting anomalies or similar to the Building Manager as soon as possible.
8. Maintain tools, plant and equipment in a clean and workable condition and maintain internal plant hire records.
9. Regularly check fuel levels at Old Road.
10. Deputise for the Stores Supervisor as required.
11. Issue decoration grants to Tenants.
12. Monitor skip usage and arrange collection.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

The post holder must comply with industry regulations and Health and Safety legislation, policy and procedures.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

EQUAL OPPORTUNITIES

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

STORESPERSON

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Previous stores experience • Experience in stock control and stores management • Abrasive wheels qualification 	<ul style="list-style-type: none"> • Trade experience • CSCS Registered • Stores IT Systems
Knowledge and Expertise:	<ul style="list-style-type: none"> • Trade material requirements • Trade plant requirements • Building Regulations • COSHH Regulations 	<ul style="list-style-type: none"> • Experience of tenanted property repairs
Skills:	<ul style="list-style-type: none"> • Able to communicate clearly • Able to apply numerical calculations 	<ul style="list-style-type: none"> • Familiar with related technology and hand held computers
Personal Attributes:	<ul style="list-style-type: none"> • Committed to equality of opportunity and understanding of diversity issues • Confident and self motivated • Able to work as part of a team • Diligent • Willing to learn and develop • To show and use initiative to solve problems • Commitment to customer care • Ability to work within set targets 	<ul style="list-style-type: none"> • Proactive approach to work • Diplomacy/ability to deal with conflict • Accept responsibility
Special Requirements:	<ul style="list-style-type: none"> • Full driving licence • Fork lift truck licence • Fit and healthy 	

Date: Nov 2012