



Job Description

Job Title:	Store Person
Division:	Operations
Responsible to:	Procurement and Supply Manager
Reports to:	Logistic Manager
Grade:	Skill Zone 2 / Pay Band 5

Overview

We are looking for a committed individual to join the Logistics team at Noble's Hospital who can work across two locations. They will be able to take on new challenges and work as part of the team. The organisations success is dependent on all staff playing an active role to make sure the existing areas of good employment practices, integrity and excellence are universally embedded within the organisation to support the operational and strategic objectives of Noble's Hospital, Manx Care and Isle of Man Government.

Care

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

Job Purpose

To assist in the provision of clinical and non-clinical supplies across Manx Care facilities, Government Departments and external clients. The role covers all aspects of warehouse supply distribution, and a wide range of generic warehousing and administrative skills are required to fulfil this position.

Duties and Responsibilities

Key duties and responsibilities of the role will include:

- Receiving, unloading and storage of all consignments/equipment delivered to the Supplies Distribution Centre or Community Stores.
- Ensure validation processes are followed delivery notes are cross checked and exception reports are completed. (Shortages, damage, inspection, quality, photographic evidence etc.) To re-pack and return products and document evidence to show the integrity of stock prior to return in accordance with departmental procedures.



- To undertake cyclical stock takes as required or requested by the Supplies Distribution Centre Supervisor/Manager.
- To undertake automatic data capture procedures using handhelds or the system for clinical supplies at ward/department to maintain robust product and equipment traceability procedures.
- To make-up and deliver orders to internal customers and arrange collection if appropriate from couriers or external agencies.
- To be responsible for ensuring any movement transactions or order are recorded on the Elcom accounting system.
- To liaise directly in a professional manner with carriers, suppliers and service users in the resolution of problems or variances with products, deliveries or service levels.
- To minimise the impact of any issues on clinical staff.
- To establish clear area by area product catalogues and label/re-label stock locations throughout the warehouse and hospital as required.
- Participate in all online, departmental and external training as required to ensure methods of work and best practice are kept up to date and are known and understood.
- Work together with service users within the hospital or external customers on any requisition, delivery issues and investigate any supply issues.
- To comply at all times with Health and Safety at Work procedures, Financial Regulations, Purchasing and Supply Policies and Procedures and Fire Regulation's.
- To take responsibility to receive, unload, record, store and distribute all non-stock products or equipment deliveries in accordance with procedures ensuring receipt sign off and a paper audit trail.
- Maintain and update the Control of Substance Hazardous to Health record file.
- Deal with all general telephone, e-mail and person to person supplies enquires courteously, professionally and expeditiously.
- On occasion collect or courier urgent consignments on behalf of service users particularly when those consignments are to support clinical or operational emergencies.
- Ensure the safety of the work place by undertaking general housekeeping.
- Operate mechanical and vehicular equipment for which you have been trained (including stacker units, aerial platform, forklift trucks, delivery vehicles) and utilise basic manual handling equipment as appropriate (including platform trucks, pallet trucks, sack trucks, trolleys etc.).
- To undertake any relief driving duties to cover the Stores drivers work when required.
- To take delivery of equipment/stock and undertake the dismantling and cleaning of equipment if required.

- Be responsible for maintaining and issuing emergency products from satellite stores in emergency situations such as flu/other pandemic.
- Check invoices are correct with goods received from other government departments and customers for stock items supplied.
- Work together with other government agencies and Suppliers to reconcile invoices for payment.
- To undertake any other duties as required.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager

You will be aware and comply with Health and Safety legislation and that these are observed within their areas of responsibility.

The post holder will ensure they wear the correct PPE.

You will understand and undertake any risk assessments required before any potentially hazardous task is commenced.

You will follow manufacturer and infection prevention and control guidelines within the department and with any goods handled.

You will be responsible for the appropriate use and storage of cleaning products and COSHH assessments.

Competencies

All staff who work for Manx Care are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business of the office and outside of the office.

The job holder reports to the Procurement and Supply Manager as Line Manager who is also is responsible as 'Reporting Officer'.

The Reporting Officer, they will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:



- Review and assessment of the job holder’s performance and competency/behaviours is made, and
- Performance and Development Review meetings are conducted.

Performance management and improvement

All Public Servants have a personal responsibility for performance management. The job holder will be expected to contribute to their annual performance and development review and all interim performance reviews.

The role holder is responsible for his/her own health and safety and the impact of their actions on others. The role holder will be responsible for identifying any possible risks or near misses to a responsible manager and or the Health & Safety Review Group.

Competency Levels For This Post Are:

Leading and Working Together	Level A
Communicating and Influencing	Level A
Achieving Results	Level A
Delivering a Quality Service	Level A
Changing and Learning	Level A
Showing Commitment and Resilience	Level A



Job Description

Attributes	Essential or Desirable	Method of Assessment
<p>Credibility</p> <p>Candidates should possess or be working towards an appropriate qualification (NVQ Level 2 Retail and Warehouse Distribution). In some cases commercial in-house training certificates will be accepted/or sufficient relevant experience.</p> <p>3 GCSEs or equivalent (including maths) or other relevant experience.</p>	<p>D</p> <p>E</p>	<p>CV</p> <p>CV</p>
<p>Capability</p> <p>Sufficient relevant experience in supplies distribution sector.</p> <p>Working in a “front of house” environment with direct customer contact.</p> <p>Working in teams and lone worker environments.</p> <p>Working with materials management/bar-coding product control systems.</p> <p>Good communications skills.</p> <p>Working knowledge of relevant Isle of Man Government Financial Regulations.</p> <p>User of purchasing/supplies distribution IT system.</p> <p>User of bar-coding technology.</p> <p>Good keyboard skills.</p> <p>Ability to maintain accurate records.</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>	<p>CV</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>Character</p> <p>Reliable and flexible – able to adapt well to change.</p> <p>Personable, friendly and professional.</p> <p>Able to respond positively in a pressured environment.</p> <p>Desire to engage in personal training and development.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p>Care</p> <p>Respect others and work as part of a team.</p> <p>Take pride in your work and strive for excellence.</p>	<p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>
<p>Interests</p> <p>Full, valid driving licence.</p> <p>Licensed to operate forklift trucks.</p> <p>Isle of Man worker.</p> <p>Physically able to carry out the requirements of the role.</p> <p>Satisfactory Police Check.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>CV/Pre-employment checks</p> <p>CV</p> <p>Application</p> <p>Pre-employment checks</p> <p>Pre-employment checks</p>