West Yorkshire Fire & Rescue Service

Job Description

**Post Title:** Assistant Stores Manager

**Grade:** 5

**Responsible To:** Stores Manager

**Purpose Of Post:** To provide supervisory management for Storekeepers, supporting and reporting to the Stores Manager to ensure that agreed processes are implemented and followed to support the departments Quality Management System.

Ensure that day to day Stores operations are well managed, goods in / out are adequately controlled, and the department meets the expectations of service users.

# Organisational chart.

# Main duties and responsibilities of the role.

1. To provide Supervisory Management of Stores staff, including daily staffing levels, leave approvals, team and 1 to 1 meetings. The post holder must be able to lead on staff development and welfare support using skills of persuasion, negotiation, training, coaching and mentoring. The post holder must be resilient to the challenging behaviours displayed by service users who may not have adequately planned their request and be able to support the team in meeting deadlines when organisational priorities change at short notice. The post holder is required to balance several competing demands for resources, often at short notice and must be able to plan and be capable of changing plans to meet evolving needs for equipment and PPE.
2. Design and maintain department performance targets, key performance indicators (KPI) and provide detailed reports and analysis to the Stores Manager in support of Service Level Agreements (SLA’s) and the departments Quality Management System (QMS). The post holder will ensure customer feedback is gathered and requisition response time data is captured to enable the production of KPI data, and suggest process improvements in response to these outcomes to ensure the department meets the needs of service users.
3. Responsible for ensuring that critical equipment subject to LOLER, PUWER and Pressure Vessel Regulations are presented for inspection and remain serviceable / available to operational staff.
4. Responsible for daily operations, including effective control and management of all goods passing through Stores and the daily Courier deliveries to districts / stations. This includes responsibility for internal issues and receipts, external goods and services, security of the Stores building and all stock items, and vehicle roadworthiness checks. The post holder will lead and be responsible for all internal stock takes and maintaining stock levels by working with Stores Buyers to understand minimum stock levels, manufacturer lead times and stock item ‘weighting’ by operational importance.
5. Responsible for maintaining a high standard of Health & Safety (H&S) within the department, providing support to the Stores Manager to ensure all processes and operations remain compliant with applicable H&S Regulations. This includes ensuring that all staff follow agreed processes, use supplied PPE, correct techniques and manual handling aids and forklift trucks and other manual handling equipment (MHE). The post holder is responsible for the safety of staff and visitors and must ensure that risks from the manoeuvring of large vehicles and MHE, loading and unloading are effectively managed to minimise risk.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory StandardDisclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Demonstrable experience of managing and leading a small team of up to 10 people | Essential | Application & Selection Process |
|  | Demonstrate experience working in a stores / warehouse environment | Essential | Application & Selection Process |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Literacy and Numeracy at Level 2 / GCSE Maths and English Grade C or above / equivalent qualifications. | Essential | Application |
|  | IOSH Managing Safely Certificate – possess or be committed to achieve within 12 months. | Essential | Application |
|  | Level 3 Qualification in Management or Leadership – possess or be committed to achieve within 2 years. | Essential | Application |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Computer literate, good knowledge of Word and Excel packages | Essential | Application & Selection Process |
|  | Knowledge of procurement and stores management systems such as Opex, Sage, Tranman | Essential | Application & Selection Process |
|  | Ability to analyse complex data to support and develop KPI’s and SLA’s. Be able to write technical report on spend / stock analysis. | Essential | Application & Selection Process |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Demonstrates commitment to taking a leading role in driving forward WYFRS’ commitment to Equality & Diversity, NFCC Core Code of Ethics and WYFRS values**.** | Essential. | Selection Process only |
|  | To hold and maintain a current full UK valid car driving licence. | Essential | Application |

**Updated Jan 25**