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| Job Title: Team Leader/Supervisor (Stores) | |
| Job Evaluation Number | B708 |

JOB DESCRIPTION

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| Job Title: Team Leader/Supervisor (Stores) | Location: Procurement Department |
| Job Family: Business Support | Role Profile Title: BB2 Police Staff |
| Reports To: Force Stores Manager | Band level: 3F |
| Staff Responsibilities (direct line management of): Storeperson and Uniform Assistant | |

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Support the Stores Manager by undertaking day to day team management to provide a comprehensive stores service for the supply of uniforms, forms and miscellaneous items to Areas/Departments of TVP and other external stakeholders. Manage the Force Stores service in accordance with current policies/procedures whilst directing Force Stores to meet the needs of operational front line staff in the most efficient and effective manner.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Supervise staff, Force Stores operations (including carrying out PDRs) and work output ensuring that an effective/efficient supplies service is provided to the Force. Plan and deploy staff to meet daily and ad-hoc requirements by prioritising workloads.
2. Provide an effective/efficient supplies service to the Force, including; supplies issue resolution, documentation/despatch, Force Stores computer system management and troubleshooting/overseeing installation of computer equipment
3. Ensure that orders are raised/expedited to maintain sufficient stock levels and target dates are achieved. Investigate and resolve mismatched invoices.
4. Work with the Stores Manager to carry out regular quality control of processes/stock checks, taking corrective/remedial action as necessary. Refer recurrent discrepancies to the Force Stores Manager, assisting to review processes to effect continuous improvement. Where process is found to be lacking or inappropriate, make necessary amendments and/or amend the correct procedure.
5. Manage and carry out percentage quality control checks of goods received from Supplier's in conjunction with the Force Stores Manager to ensure TVP specifications are met.
6. Monitor, train and develop staff in their daily duties ensuring accurate management of stock. Coach Stores staff in the use effective use of computer systems.
7. Assist in the management of computer systems within Force Stores i.e. LAN, Actionfile and ensuring stock control system is updated following the identification inaccuracies.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

18,000 requests – approximately 65,000 items picked/packed per annum.

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| Biggest demand is to ensure goods are despatched to meet the delivery programme. |
| Customers – 7,000 (4300 PC's, 700 Specials, 500 PCSO's & 1900 Police Staff. 200 RBFRS staff). |
| The Force Stores Department must fulfil uniform/equipment requirements for officers/staff to ensure they can fulfil their duties. A consequence of not meeting these requirements will have an impact upon the provision of front line policing. Not ensuring an efficient management of stock will result in potential cost inefficiencies which in turn will have an adverse impact upon the Force's budget. |
| The role holder will deploy resources to fulfil planned and unplanned requirements on a day to day basis. |

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| <i>The knowledge or skills required in the role are as follows (essential or desirable):</i> | E/D |
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| 1. Recent and relevant supervisory experience. | E |
| 2. Recent and relevant experience of working in a stockroom/warehouse environment. | E |
| 3. Ability to negotiate with internal and external stakeholders. | E |
| 4. Ability to work quickly and efficiently when placed under pressure. | E |
| 5. Ability to motivate and encourage staff. | E |
| 6. High standard of computer literacy (MS Word, Excel and Outlook). | E |
| 7. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. For this reason a full UK driving licence is considered essential*. | E |
| 8. Good knowledge of Health and Safety and Manual Handling (Training Given). | D |
| Additional comments: At interview, candidates will be asked to: * confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle | |