

Job Title: Storeperson	
Job Evaluation Number	A092

JOB DESCRIPTION

Job Title: Storeperson	Location: Bicester
Job Family: Business Support	Role Profile Title: BB1 Police Staff
Reports To: Team Leader/Supervisor (Stores)	Band level: 1C
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: provide a comprehensive service in supplying uniform, equipment, printed forms and general stores items to all members of TVP in accordance with current legislation, policy and procedures.

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

<i>The key result areas in the role are as follows:</i>	% time
1. Provide an effective and efficient supplies service to the Force for all stores items including uniform, equipment, printed forms and general items. This includes quantity control, issue and receipt of all the above goods, storage and stock control. Supplies are ordered in accordance with Force systems and processes.	35
2. Maintain a full audit trail of all transactions including the issue and return of loan items into and out of the stores environment using force approved systems such as the computerised stock control and ordering system.	30
3. Carry out quality control checks for goods received by suppliers, reporting any discrepancies i.e. specification, quality and quantity in accordance with departmental procedures. This includes consignment/delivery or advice notes against delivered stock. Ensure a program of rolling stock checks are performed and recorded to meet audit requirements.	10
4. On occasion, drive the force stores vehicle in a safe and responsible manner to support the services of the Force Stores ensuring regular servicing is maintained and mileage recorded.	5
5. Assist with ensuring stock levels are maintained to meet demand in accordance with agreed departmental service levels by recording and notifying in accordance with departmental procedures.	5
6. Assist with loading and unloading of vehicles and ensuring stock is stored in accordance with departmental and legislative approved locations and processes.	5
7. Provide support to other colleagues in Force Stores, including engraving, support to the sewing assistants, to maintain an efficient and effective service to the organisation.	5

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8. Participate in general housekeeping duties as required to ensure the working environment is safe, efficient and productive.	5
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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:
Uniform 16,200 req's - 51,000 items picked/packed. Non uniform 3,500 req's - 14,000 picked/packed.
Biggest demand is to ensure goods are despatched to meet the force logistics flows.
Customers - 7,000 (4,300 PC's, 500 Specials, 500 PCSO's, 350 Cadets & 1900 Police Staff).

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.

The knowledge or skills required in the role are as follows:	E/D
1. Customer focused (previous relevant experience in a customer services environment). Able to communicate verbally and writing to customers, suppliers and other team members	E
2. Ability to work on own initiative and under pressure and in a flexible and responsive way individually or as part of a team.	E
3. Able to listen and communicate information concisely and effectively.	E
4. Accurate and methodical working style.	E
5. Good computer literacy e.g. Word, Excel and in house systems (in house systems training will be provided).	E
6. 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
7. Good knowledge of Health and Safety and Manual Handling (training given).	D
Additional comments: *The post holder is not permitted to drive any police vehicles unless they: <ul style="list-style-type: none"> a) are the holder of a current licence for that class of vehicle b) has passed an appropriate Thames Valley Driving test and c) has authorisation to drive the vehicle in the course of employment. 	