



# Role Profile

## STORES CO-ORDINATOR

Reference No.	988TP302	Type	Individual
Service	Environmental and Building Services		
Job Family	Para-Professional 5	Grade	FC7

### Purpose

You will be responsible for the daily operational management and provision of a comprehensive storage distribution and medical equipment fitting service.

Providing a purchasing, storage, delivery, tracking, maintenance and collection function through a busy warehouse complex.

Ensure service provision criteria is met by fully utilising all resources required to meet service standards at an operational level.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Organise and Control operational delivery of service including deployment and planning of resources on a day to day basis including supervision of all staff members within your team.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent	✓	
Management of Stock Control and Inventory systems and procedures.	Stores/Management Qualification	✓	
Review processes and make recommendations for necessary service improvements ensuring implementation when agreed.	Considerable knowledge of Stores and Distribution Customer Focused Business (Focus on customers - See 'How We Work Matters' Framework)	✓	
Represent own service functions with external partners and all stakeholders at an operational level.	Ability to provide a regular and effective service	✓	
	Driving Licence/Forklift Permit		✓

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Provide advice on service provision to internal customers and external partners.	Excellent People Management Skills in a similar Environment  Supervisory/Management Experience  Experience in developing Stock Control/Operational Systems	✓  ✓	✓
Provide bespoke and complex reports when required.	Knowledge of Health and Safety requirements  Educated to SCQF level 8, which includes HND or SVQ level 4 in Management or relevant discipline  Rational/methodical Approach to problem solving	✓	✓  ✓
To communicate and liaise with Council Departments, suppliers/contractors, internal service providers, other local authorities, and relevant external agencies and organisations.	IT Literate (Embrace technology and information)	✓	
Manage the collection of waste materials and the disposal of redundant equipment relevant to individual sections of service.	Ability to work to deadlines  Ability to plan and organise work schedule (Deliver results)	✓  ✓	
Management of personnel in the facility in accordance Council policy for such procedures as Attendance Management, Health and Safety etc	Ability to use own initiative (Take ownership)  Work as part of a team (Work together)	✓  ✓	
Control and Maintain a comprehensive asset management system that meets all legal requirements for efficient equipment provision and maintenance	Experience of working with minimal supervision  Forward Thinking	✓	✓
Develop and maintain systems specifically in relation to storage, stock control, distribution, refurbishment, fitting, planned maintenance and uplift of commodities.	Report writing skills  Presentation skills	✓  ✓	
Ensuring excellent Customer Care Standards and Commitment is always evident.	Motivated	✓	

E = Essential Criteria    D = Desirable Criteria

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Ensure work areas and vehicles always clean and tidy.	A "can do" attitude	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results