

## Job Role Profile

Job Title:	Stores Officer
Grade:	Scale 3
Standard Hourly rate:	£11.50
Description of the work available:	<ol style="list-style-type: none"> <li>1. Manage the flow of incoming/outgoing stock</li> <li>2. Assist with the provision of community equipment to clients.</li> <li>3. Decontaminate and recycle equipment</li> <li>4. Assist with servicing and repairs of loan equipment</li> <li>5. Assist with delivering and collecting of Equipment</li> </ol>
To apply to join the Talent Bank for this role	<p>Please complete your C.V detailing work experience and qualifications and email to <a href="mailto:talent@iwenfield.co.uk">talent@iwenfield.co.uk</a></p> <p>All areas will be explored further if your application proceeds to interview stage.</p>
Candidate information:	<p>Please note this work is being offered on an “as and when” basis and you will not be an employee of Independence &amp; Well Being.</p> <p>We look forward to receiving your application</p>

## JOB DESCRIPTION

Post Title: Integrated Community Equipment Stores Officer

Grade: Scale 3

Team: Integrated Community Equipment Service (ICES)

Reports to: ICES Team Leader

### **1) PURPOSE OF THE JOB**

1. Manage the flow of incoming/outgoing stock
2. Assist with the provision of community equipment to clients.
3. Decontaminate and recycle equipment
4. Assist with servicing and repairs of loan equipment
5. Assist with delivering and collecting of Equipment

### **2) SUPERVISORY RESPONSIBILITIES**

None

### 3) DUTIES

- 1 Clean and repair equipment returns in line with ICES Decontamination protocol
- 2 Monitor and maintain agreed stock levels, maximise storage areas and maintain all stored equipment in an orderly manner.
- 3 Prepare daily delivery loads from 'picking list'.
- 4 Maintain neat and organised warehouse, ensuring stock is promptly and safely racked in line with ICES storage protocols.
- 5 Use IT software system (Uniquis) to manage stock, including use of scanner, bar-coding of equipment and stock write-off.
- 6 Inspect and receive goods-in from suppliers, barcode as appropriate and update Uniquis records. Resolve delayed or damaged deliveries, ensuring Warehouse Supervisor is appraised.
- 7 Record and report equipment failures.
- 8 Deal with client queries in a prompt, professional & polite manner.
- 9 Follow ICES guidance on the safe and hygienic transportation of equipment, report theft, loss or damage of equipment to line manager.
- 10 Support and work towards ICES team objectives and Key Performance Indicators (KPI's).
- 11 To keep informed about development and changes in Community Equipment, MHRA Hazard warnings, adverse incident reporting and the law as it relates to the role

- 12 Participate in IWE personal development scheme and work towards agreed targets and attend induction and appropriate training when required.
- 13 Carry out any other duties commensurate with the post as directed by the line manager.

#### **4) EQUAL OPPORTUNITIES**

The Council has a strong commitment to achieving equality of opportunity in its service to the community and the employment of people and expects all staff to understand, comply with and promote its policies in their own work.

#### **5) HEALTH AND SAFETY**

The postholder shall ensure that the duties of the post are undertaken with due regard to Enfield Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and staff information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### **6) CONTACTS**

Occupational Therapy Service  
Care Management Teams  
Hospital Occupational Therapy Team  
Services Users and Carers  
Contractors/Suppliers

## Personal Specification

**Job Title:** ICES Stores Officer

**Grade:** 3

**Department:** IWE

**Team:** ICES

<b>Behaviours and skills</b>	How Tested Application - A Test - T Interview - I
<p><b>Job Specifics</b></p> <p><u>Essential:</u></p> <p>1. As a regular and intrinsic part of this role requires you to speak to members of the public in English, the ability to converse at ease with customers and provide advice in accurate spoken English is essential and consistent with the requirements of this role. This role also requires you to be polite and courteous when conversing with the public.</p> <p><b>Behaviours:</b></p> <ul style="list-style-type: none"><li>2. Takes Responsibility</li><li>3. Is Open, Honest and Respectful</li><li>4. Actively Listens, Learns and Finds Solutions</li><li>5. Works collaboratively and constructively with others</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>6. Meets targets and deadlines</li><li>7. Communicates effectively with internal and external customers</li><li>8. Can prioritise and organise own workload</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>1 Driving Licence</li><li>2 Warehouse experience</li></ul>	