



Job Description and Person Specification

Job Title	Stores Manager
Job Grade	This post is graded at G7
Reports to	Facilities Manager
Direct Reports	Stores Person x 9 Administrators x 2 Driver/Labourer x 1
Other Resources	Laptop & Phone
Role Purpose	<p>To manage the staff and stores department to maintain a good customer experience and suppliers are available within agreed timeframes whilst maintaining a professional service.</p> <p>Monitor the performance of the Stores service, to ensure goods are obtained, suppliers are managed, and provide reporting as set out by the business. Ensure all products procured provide Value for Money on behalf of the Company.</p>
Key Accountabilities	<ol style="list-style-type: none"> 1. To perform all management duties for the team; directing, setting targets and objectives to provide and develop an efficient Stores service to end users and the Company. 2. To manage the stores operations to ensure appropriate stock levels are maintained and monitored. 3. To manage vehicle mobile stocks levels ensuring levels are audited annually and results formally reported to the company as and when requested. 4. To manage the stock/mobile stock delivery functions ensuring agreed delivery targets are met and developing the service to meet the needs of the business. 5. To develop and support additional services offered by stores that is deemed necessary by the company to meet the needs of the business. 6. To manage supplier(s) operational issues & performance in regard to the Key Performance Indicators (KPIs) agreed within contracts. Focusing on areas of none performances, identify reasons and agree a plan of action to rectify.

	<ol style="list-style-type: none">7. To liaise with company stakeholders across the business, including, Finance & purchasing to discuss discrepancies, undertake investigations to identify reasons and abide by financial regulations 8. To liaise with in-house customers, suppliers and contractors to ensure the products and services supplied meet the requirements of the business and are available when required and promote the stores services 9. To manage the section's ISO 9001 Quality Procedures, ISO 14001 environmental management, ISO18001 Health & Safety management and to develop new processes and procedures as appropriate. 10. To deputise for the Head of Fleet, Facilities & Stores appertaining to stores as required.
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Signed and agreed by the post holder..... Date.....

PERSON SPECIFICATION – Stores Manager

Requirements	Essential – E /Desirable - D
Experience and knowledge	
<ul style="list-style-type: none"> • Management Experience of a high turnover and high-volume stores operation and stock management and control systems. • Experience to a performance management framework and a continuous development culture • Knowledge and understanding of ISO 9001, ISO14001, ISO 18001 in Stores operations or willing to work towards • To have and maintain a working knowledge of all relevant legislation, including Health and Safety, Financial Regulations, Company Standing Orders • Experience of working to Financial Regulations and Tender and Contract Procedure Rules. • Willingness to support with maintaining budgets • Experience working as a team member within a project to reach a common goal • Knowledge and practical experience of using IT to support Stores operations and use as an analytical and management tool • Experience of change management would be desirable 	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>
Skills & Abilities	
<ul style="list-style-type: none"> • Able to demonstrate skills to improve services and performance in a stores function. • Proven ability of consulting with and involvement of all stakeholders • Ability to work under pressure and meet tight deadlines • Ability to demonstrate skills to drive and implement continuous improvement • Evidence of successful track record in leading and motivating diverse teams in stores. • Awareness of all relevant Health and Safety legislation • Ability to present written and verbal information in a clear, professional and concise manner • Strong presentation skills and ability to communicate complex issues to a wide range of individuals and external contacts using a variety of methods • Proven ability to motivate and develop your team carrying out full managerial duties 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>

<ul style="list-style-type: none"> Willingness to work outside of normal office hours when required 	D
Qualifications	
<ul style="list-style-type: none"> National Vocational Qualification (NVQ) level 3 or equivalent Business Management qualification or experience Evidence of continuing professional development 	E E
Behaviours	
<ul style="list-style-type: none"> Positive, professional attitude to getting things done Creative and innovative, encourages fresh thinking Deliver services through joint working Ambassadorial and approachable to stakeholders Willingness to support and promote the company culture of Diverse and Equal Opportunity 	E E E E

Author.....**Date**.....

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