

JOB DESCRIPTION

JOB TITLE:	Stores Assistant	JE NUMBER: A13577
DIRECTORATE:	Housing Property Services	GRADE: 5
RESPONSIBLE TO:	Stores Procurement Officer	
RESPONSIBLE FOR:	Self/General duty of care to colleagues	
MAIN PURPOSE OF POST:	The post is responsible for ensuring that materials, tools, and personal protective equipment (PPE) are efficiently supplied to the council's trade workforce. The post will also ensure that stock levels are maintained, inventory is well-organised, and orders are accurately processed and fulfilled.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Receive, issue, inspect and record materials, tools, and PPE.
2.	Carry out portable appliance testing and undertake safety checks such as ladder checks, fire extinguishers and the safe storage of batteries.
3.	Organise and maintain the store's inventory to ensure items are readily accessible and undertake stock taking as required.
4.	Undertake stores reception duties.
5.	Ensure all safety standards and regulations are adhered to within the store's environment.
6.	Use relevant computer systems, ensuring accurate data input.
7.	Assist with the preparation of purchase orders and liaise with suppliers regarding orders and deliveries.
8.	Communicate with the workforce to ensure their material and equipment needs are met, including the co-ordination of van stocks.
9.	Deliver high-quality and compliant work.
10.	Organise the emptying and replacement of waste skips.
11.	Provide occasional support to newer staff, including job shadowing, demonstration of role and providing general advice and guidance.
12.	Work safely at all times, recognising and adopting the practices outlined in the Department's Codes of Safe Working Practice and risk assessments.

13.	Report any incidents, personal injury or damage.
14.	Ensure vehicles, plant, stocks of materials, tools and premises are left secure at all times.
15.	Attend training courses as required and complete online mandatory training modules
16.	Carry out tasks on a computer or hand-held device.
17.	Monitor and control waste streams on site, including access to the asbestos disposal skip and the issue and control of HVACs.
18.	Refer complaints and safeguarding concerns to the service manager or specialist colleague.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change - The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue, worksite including starting and finishing work from your home address if authorised to do so.	YES	x	NO	
You will be required to use electronic equipment for receiving and documenting your work. This will be via a PDA. Full training will be given to all who work using this system	YES	x		

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Stores Assistant	JE NUMBER:	A13577
DIRECTORATE:	Housing Property Services	DATE:	2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Able to receive, inspect, and record deliveries such as materials, tools, and PPE.	Application Form
•	Able to work independently and as part of a team	Application Form
•	The role may involve interacting with difficult or dissatisfied customers. You must possess strong communication and interpersonal skills to handle challenging situations professionally and calmly, ensuring a positive outcome	Application Form
•	Able to complete relevant documentation and use technology for logging jobs, completion of online learning and collaborating with other colleagues.	Application Form
•	The role will require working outdoors and in challenging or unpleasant environments, including exposure to various weather conditions and difficult workspaces. Flexibility and resilience are essential	Application Form
•	Able to drive a forklift truck	Application Form/License
•	Full driving license	License
Desirable		
•	A general understanding of basic plumbing, electrical work, joinery, painting and the tools and materials required for this	Application Form
EXPERIENCE		
Essential		
•	Experience with stock management systems and inventory software	Application Form
•	Experience of working in a warehouse environment	Application

		Form
•	Experience of working with customers.	Application Form
Desirable		
•	Experience of working in a Local Government environment	Application Form
QUALIFICATIONS		
Essential		
•	Cat B trained or willing to obtain	Application Form
•	PAT testing trained or willing to obtain	Application Form
Desirable		
•	CSCS Card (Construction Skills Certification Scheme)	Application Form
•	NVQ qualifications in any trade related disciplines	Application Form
•	Other qualifications achieved following your attendance at relevant training courses	Application Form
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	A flexible approach, able to use your own initiative and judgement.	Application Form, Interview
•	Must be physically capable of lifting and carrying heavy objects, and able to meet the physical demands of the role, including prolonged periods of standing, bending, and manual labour.	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and	Application Form,

	organisational effectiveness	Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 1		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 1		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 1		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong</p>	Interview
Level: 1		

	direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 1		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 1		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate	Interview
Level: 1		

	and cost effective delivery models for public services	
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 1		