

ROLE PROFILE



ROLE PROFILE: Bedfordshire, Cambridgeshire and Hertfordshire Joint Procurement Unit.

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| Role Title: | Stores Assistant |
| Rank/Grade: | 2/3, 2/3, A2 |
| Reporting to: | Stores/supply Chain Manager |
| Main purpose of the role: | To operate an on-line ordering acquisition system to purchase stores items and uniforms for Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies. To issue and fit uniforms for the three forces in order to provide an efficient stores and uniform service in order to support the business goals of the three forces. |

Role Specification What the role holder needs to do to achieve the role purpose:

| Key Responsibilities | Time -% |
|--|------------------------------------|
| <ul style="list-style-type: none"> To receive, store and issue uniforms and equipment in a timely manner. To operate and maintain a computerised on-line acquisition system in order to procure goods and ensure that stock levels are maintained. To issue and fit uniforms to all staff in a professional manner. Deal with written and spoken customer enquiries in order to provide appropriate solutions. Assist with the loading and unloading of items and ensuring that the quantity and quality are correct. Assisting with undertaking stock takes on a regular basis (as required). Maintenance of COSHH safety data sheets. | 50 5 20 5 10 5 5 |
| <p>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the postholder to perform other duties. Additional responsibilities for the postholder may be agreed on an individual basis and recorded as part of the annual performance review.</p> | |

Scope

Section – Bedfordshire, Cambridgeshire and Hertfordshire Joint Procurement Unit.

Location – Huntingdon.

Hours – Full time: 37 hours.

Transport – Driving Licence needed or ability to travel between the 3 Force as and when required.

Security – BC Standard recruitment vetting.

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| The Numerical Measures in the Role (if applicable) | |
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| Financial e.g. limits/mandates | Non-financial e.g. staff responsibility |
| <p>Budget: There is no revenue budget for this post holder; however, has a responsibility for circa £80 million per annum supplier expenditure.</p> | <p>No Staffing Responsibility.</p> |

Competencies (Technical)

The experience, knowledge, skills and qualifications needed by the role holder to achieve the role responsibilities

| Entry Level - Role related experience, knowledge, skills, qualifications at selection |
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| <ul style="list-style-type: none"> • Ability to communicate effectively. • Computer literate. • Proven experience of working within a warehouse/stores environment to include dealing with people on a regular basis and administering the associated paperwork including delivery notes. • Must be able to lift and transport heavy and/or bulky items. • Good customer service skills. |

NB this role profile format has been developed to aid the recruitment process to both Bedfordshire, Cambridgeshire and Hertfordshire posts within a joint collaborative unit. Following completion of the selection process, the successful candidate will receive the full role profile for the post from their employing Force.

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| BEHAVIOURAL COMPETENCIES | |
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| Area | Behavioural heading |
| Leading People | Effective Communication Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on. Level definition: Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand. |
| | Team Working Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions. Level definition: Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals. |
| Leading the Organisation | Community and Customer Focus Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns. Level definition: Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them. |
| Leading the Way | Respect for Race and Diversity Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Level: Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences. |
| Personal Qualities & Values | Personal Responsibility Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity. Level definition: Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge. |