

JOB DESCRIPTION

Title of Post:	Stores Operative
Grade of Post:	Band 2 - Under review
Location:	Belfast Health and Social Care Trust – (Musgrave Park Hospital)
Reports To:	Stores Supervisor
Responsible to:	Senior Manager PCSS

Job Summary:

The postholder will be required to complete the daily operational duties of Stores to include receipt, storage, picking and dispatch of all commodities processed via PaLS, using mechanical aids as necessary.

The Stores Operative will complete the operational delivery of services in line with the needs and requirements of the Stores Department to include receipt, distribution and scanning of stock/non stock. The post holder would be expected to deliver high quality service outcomes through the effective and efficient use of resources in line with established protocols.

The post holder will undertake the duties and responsibilities of the position under the direction and guidance of the Assistant Support Services Manager and will operate within established Trust policies and procedures.

Stores Operative Duties

- Responsible for undertaking the daily operational issues associated with Stores.
- Responsible for undertaking the receipt, storage, and distribution of stock.
- To assist in loading and unloading vehicles.
- Responsible for undertaking the scanning of weekly stock orders at Wards/Departments via Electronic Materials Management (EMM) scanner system adhering to BSO guidelines.
- Responsible for processing requisitions and receipting Non-Catalogue orders via the eProcurement system for designated areas.
- Notification of breakages, shortages and damage of items of stock.
- Undertake such other duties as may be assigned by the Stores Supervisor or Assistant Support Services Manager.

- Responsible for archiving, storage and retrieval of supplier delivery dockets and Internal Delivery Notes after receipting purchase orders relating to deliveries made to the Main stores while following established archiving policies and guidance.

Service Delivery

- Coordinate the activities of the service(s) within the post holder's span of control as directed by the Stores Supervisor or Assistant Support Services Manager.
- Be able to assist the senior stock controller in the stock office when required.
- Liaising with Theatre staff as required in regard to receipt of orders.
- Undertake all operational aspects of the service(s) on a day to day basis and report stock delivery queries and follow up actions on purchase order queries the Stores Supervisor or the Assistant Support Services Manager.
- Ensure compliance with all relevant statutory legislation, policies and procedures connected with the post holder's position.
- Identify and report any defects relating to the condition of all equipment, such as pallet truck, faulty roll cages and stepladders used throughout the post holder's area(s) of responsibility, and ensure that it is in good working order.
- Report immediately any defective equipment to the Stores Supervisor or the Assistant Support Services Manager for repair, taking broken equipment 'out of service' immediately.
- Report any accidents/incidents in accordance with Trust procedures to the Stores Supervisor or Assistant Support Services Manager.

Service Development

- Assist in service improvement initiatives as directed by the Stores Supervisor or Assistant Support Services Manager to enhance the quality of services provided.
- Comply with individual objectives and expected standards of service in accordance with legislative and regulatory standards, for example, environmental cleanliness, waste management. The postholder will be responsible for the receipt, sorting and storage of recycling materials and will notify the Stores Supervisor or Assistant Support Services Manager to arrange collection from MPH Stores.

Collaborative Working

- The post holder will be required to work in collaboration with all relevant stakeholders.
- Provide information as appropriate to support the investigation of complaints in conjunction with the Assistant Support Services Manager.

Communication and Information Management

- Maintain good working relationships with all hospital staff at all times.
- The post holder will be responsible for maintaining delivery documentation/ Internal Delivery Notes.

Financial and Budgetary Management

- Assisting with the control and issue of consumables/materials for receipt and distribution. Holding equipment and ensuring adequate space is available to reduce impact on Service delivery.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the on-going confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Records Management

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “ Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with on-going reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care :-

- Treating Everyone with Dignity and Respect

- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public involvement (PPI).

Please use this link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI](http://www.publichealth.hscni.net/sites/default/files/PPI%20standards%20leaflet.pdf) leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***



Belfast Health and
Social Care Trust

THE BELFAST HEALTH & SOCIAL CARE TRUST

JOB SPECIFICATION

Title of Post: Stores Operative

Location: PCSS, Belfast HSC Trust

ESSENTIAL CRITERIA

1. Have 5 GCSE's at Grade C or above including English Language or equivalent qualifications **OR** Have NVQ Level 2 Administration **OR** Have a minimum of 1 year's Admin & Clerical experience **OR** Have a minimum of 1 years' experience in a Stores/Supplies environment.
2. Ability to work as part of a Team.
3. Ability to use own initiative.
4. Effective communication and literacy skills to meet the needs of the post.

DESIRABLE CRITERIA

- Knowledge of Health & Safety at Work Regulations.
- Knowledge of basic computing skills.
- Hold a full UK driving license.
- Knowledge of BSO Systems such as eFinancials and EMM.

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non appointment.