

## Stores Lead

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**Department:** Chief Operating Office

**Division:** Commercial Services

**Reports to:** Head of Procurement Delivery

**JE Reference:** COO634

**Grade:** CS10

**JE Date:** 14/10/2020

### Job purpose

Manage and maintain Bellozanne stores inventory data and the ordering of replenishment stock, ensuring quality of service to users

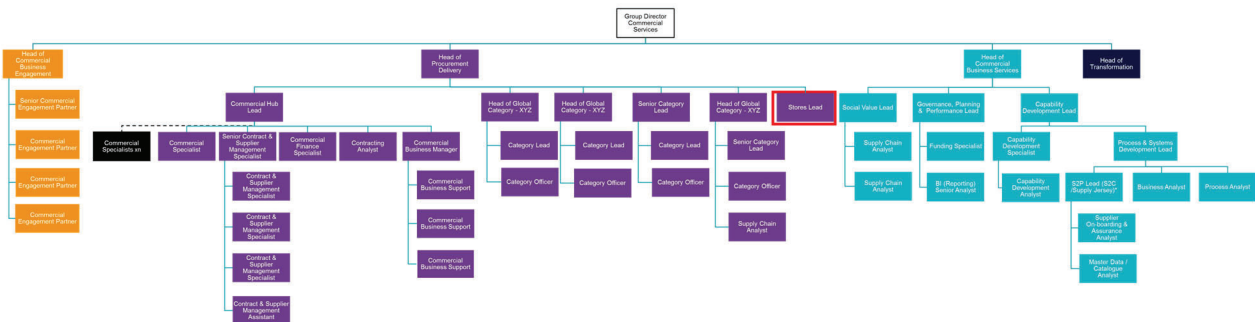
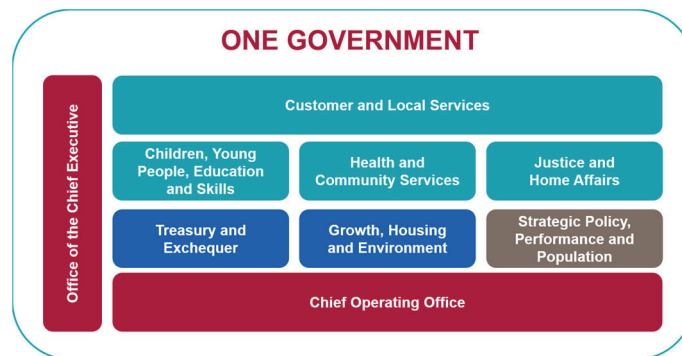
### Job specific outcomes

- Lead the organisation, management and control of the Bellozanne Stores providing efficient, effective and comprehensive stores and purchasing and distribution services with the aim of providing high quality, cost effective, technical and municipal services to maintain and support the Island's infrastructure
- Provide a comprehensive stock and direct purchasing service for the Department by building and coaching an appropriate team that interacts effectively with satellite stores and workshops to improve customer outcomes
- Ensures controls and measures are in place that minimise the cost and handling time of stock and minimises redundant stock whilst ensuring that there are sufficient levels of strategic stock to respond to emergencies
- Ensures high levels of customer's satisfaction through excellent service, complete store administration and ensure compliance with policies and procedures, report on buying trends, customer needs, and supply chain opportunities
- Develops opportunities within the supply chain, such as partnerships, through negotiations with suppliers to maximise value for the Departments. Monitor purchases and progress outstanding orders to ensure delivery dates on critical components are met minimising downtime for the service
- Compliance with local, UK, EEC and global customs procedures and liaise with shipping agents to ensure on-time delivery for all goods to the departments. Arrange returns, when needed, to the appropriate location for plant machinery for overhaul and repair
- Propose innovative ideas to increase stock utilisation and maximise stock rotation whilst ensuring minimal out of stock time
- Provision of store manager duties as needed

## Statutory responsibilities

N/A

## Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Relevant business degree / up to 5 years equivalent experience / MCIPS or CIPS qualified (or equivalent experience) / CILT qualified	
Knowledge	Knowledge of business engagement and stakeholder management.	

	<p>Practical knowledge of managing and improving stores</p> <p>Knowledge of working within complex logistics and supply chain environments</p> <p>Knowledge of commercial and procurement principles and best practices</p> <p>Knowledge of employee engagement practices</p> <p>Strong understanding of stock handling methodology and techniques</p> <p>Possesses a knowledge of relevant commercial legal provisions and processes associated to importing and exporting goods in and out of Jersey</p>	
<b>Technical / Work-based Skills</b>	<p>The ability to apply different stock handling techniques to different goods within the stores. Reducing the cost of stock and minimising the cost of redundant stock within stores</p> <p>Excellent ability to manage supply chain risk, identifying vulnerable supply chains and developing appropriate risk management strategies to manage the risk for the organisation</p> <p>Good ability to identify opportunities to improve ways of working and the use of technology to maximise the efficiency of the stores</p>	
<b>General Skills/Attributes</b>	<p>Ability to plan and prioritise workloads and delegate accordingly</p> <p>Effective leadership, with the ability to motivate and coach others</p> <p>Good ability to build strong credible relationships based on trust, reliability and constructive challenge with GoJ business owners, stakeholders and suppliers</p> <p>Driven by sound analytical reasoning, data and analysis to support insight led decision making</p> <p>Ability to draw on a range of consulting skills to drive stakeholder engagement, effective communication, demonstrate creativity in problem solving, develop and deliver compelling solutions and manage the people side of change</p> <p>Strong planning and organisational skills</p>	

<p><b>Experience</b></p>	<p>Substantial experience in stores and purchasing, understanding a wide range of associated procedures and practices as well and a number of associated disciplines (e.g. inventory controls, purchasing procedures and associated financial procedures)</p> <p>Proven ability to communicate at all levels with appropriate political abilities and possesses the right leadership skills to lead and develop a team within a matrix management environment</p>	
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### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey Tier 4 core accountabilities attributes and behaviour indicators.

This is a Tier 4 role