

## Hospital Supplies Supervisor

<b>Department</b>	H&CS	
<b>Section</b>	Facilities	
<b>Reports to</b>	Supplies & Logistics Manager	
<b>JE Ref</b>	HCS1088	
<b>Grade</b>	CS07	<b>JE Date:</b> 16/3/2022

### Job purpose

To supervise the day to day running of an efficient cost effective, co-ordinated health storage and distribution centre that ensures an even flow of goods from order and storage, to transport and distribution

Effectively manage and deliver a highly efficient cost effective logistics solution to the requirements of a busy 24hr 7-day week healthcare service, all within the constraints of a 5-day operation

### Job specific outcomes

1. To supervise the day to day running of the Hospital Supplies Stores, and Distribution Service for all Health and Social Services which meets organisational needs through the effective supervising of the operation, staff and logistics Hub
2. To organise the stores and logistics workforce to ensure that all daily duties are carried out and that all service levels are met to ensure all stock orders are processed and managed and that all stock requisitions are correctly processed through Government procurement systems (e.g. JDEdwards, Supply Jersey), correctly picked and despatched within an acceptable timescale for clinical services areas and external customers
3. Communication to all relevant staff in clinical roles and external suppliers to support the safe and timely delivery of patient care
4. To coordinate all inbound and outbound laundry deliveries and collections and any ad-hoc deliveries as requested by the Laundry service manager
5. Manually key into the stock management system all inbound sales orders and stock requisitions that are required by healthcare organizations on island
6. Monitor and maintain adequate stock levels through the use of cycle counts and reports produced through the JDE stock management system, report any findings to the Supplies manager and as instructed undertake the necessary corrective action.

### Statutory responsibilities

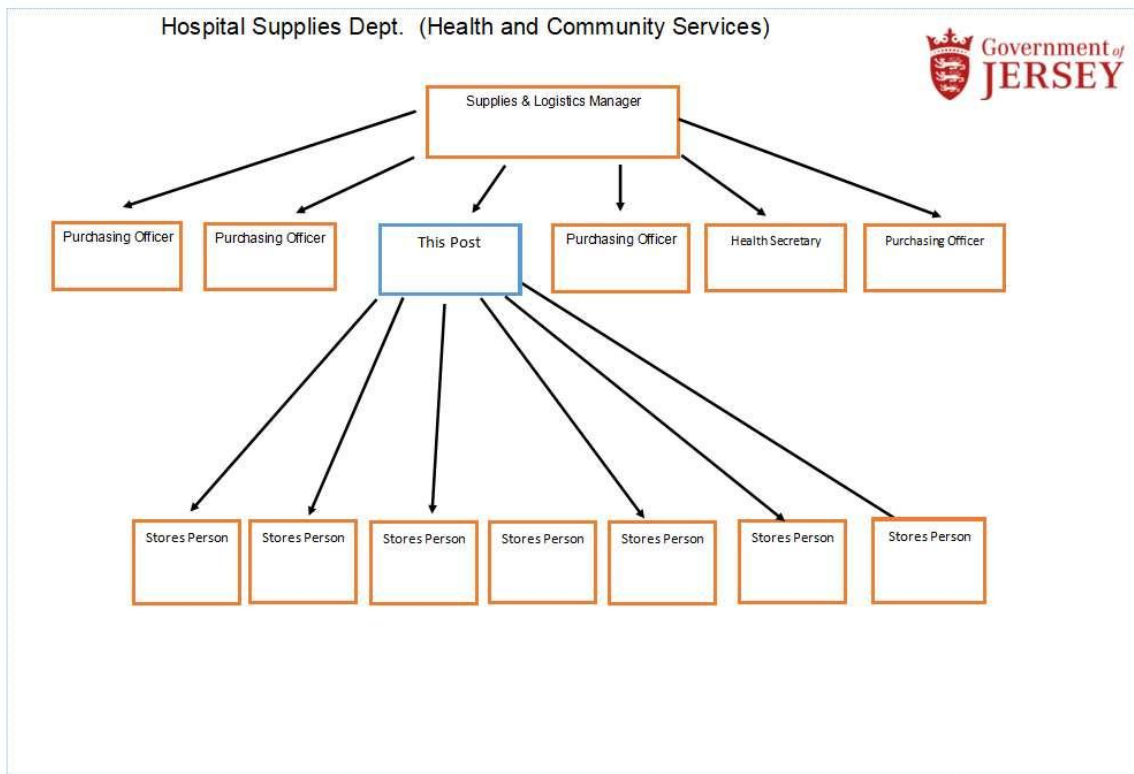
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

**Organisational structure**

**One Government Departments**



**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to GSCE Level	
<b>Knowledge</b>	5-year experience in stores environment and all associated polices and procedure Understanding and basic knowledge of medical consumables terminology and their use within a healthcare setting	
<b>Technical / Work-based Skills</b>	Driver's License  Reach truck forklift licence  Electric Pallet mover Licence	
<b>General Skills/Attributes</b>	Numeracy skills and good working knowledge of Microsoft Excel  Due to the nature of the job a considerable amount of manual handling is undertaken, therefore the post holder must be physically fit and in good health.	
<b>Experience</b>	5 years' experience in warehouse and logistics  Experience in stock management to standards that meet those required by internal and external auditors	

### Personal Attributes

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 6 core accountabilities attributes and behaviour indicators.