

## Stock Control Manager

---

**Department:** Health and Community Services (HCS)

**Division:** Surgical Care Group

**Reports to:** Planned Care Lead

**JE Ref:** HCS1149

**Grade:** CS08

**JE Date:** 24/08/2022

### Job purpose

1. To ensure the efficient stock management of all theatre consumables. This includes stock replenishment; stock rotation and bi-annual stock takes for consumables across both the Day Surgery Unit and the Main Theatre Department.
2. Effectively co- ordinate the effective ordering and delivery of specialist theatre consumables and loan instruments sets, as well as acting as link person in ensuring that all necessary loan instruments have delivered and processed at the sterile services department.
3. To lead on maintaining the asset register for the theatre departments and organise all equipment requirements for elective surgery and emergency operating lists.
4. In addition, the post holder will be expected to lead on identifying where cost savings can be made, undertake product research and organise product trials within the theatre environment.

### Job specific outcomes

1. Ensure all necessary consumables are available in the theatres departments for elective surgery and emergency operating lists. Liaising with Hospital Supplies Department regarding consumables, use of Supply Jersey and the JDE stock ordering system.
2. Ensure accurately data collection of all information concerning loan equipment, consumables and the asset register in order to support the capital replacement programme, bi-annual stock takes and theatre audits.
3. Responsible person for receiving, reconciling and querying invoices for surgical speciality loan equipment and supply jersey queries. Ensure that all prosthesis, hire charges and freight are captured. Working closely with the accounts payable team to ensure no financial irregularities.
4. Lead on the departmental cost improvement plan in order to reduce spend, identify and support new ways of working and regularly report findings to the care group management team.

5. To collaborate with Consultant Surgeons regarding patient specific loan equipment or allografts required. Working closely with consultants in identifying and sourcing new equipment. Liaising with Sterile Services regarding all surgical equipment requirements, turnaround times for loan and new equipment.
6. Manage activity between Main theatres, Day Surgery Unit, Sterile services and supply chains regarding instrument repairs. To purchase replacement equipment. To problem solve any issues with loan equipment & prosthesis.
7. Demonstrate the ability to manage and communicate with excellent interpersonal skills and ensure all information is shared with Consultants Surgeons, visiting Surgeons, senior management.
8. To act as point of contact for theatre staff regarding surgical instrumentation and equipment in the absence of the speciality theatre sister. To assist and communicate with theatre preparations on day of surgery

## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to GCSE Maths and English &amp; a good level of IT skills including Excel.</p> <p>A high level of IT skills including Excel.</p> <p>A good understanding of stock control and stock ordering processes.</p> <p>Good communication skills</p>	

<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Practical knowledge of how to independently perform a wide range of tasks.</p> <p>A good understanding of stock control and stock ordering processes/management.</p> <p>Knowledge of stock management systems i.e Supply Jersey and JDE.</p>	<p>Knowledge of medical terminology</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent relationship building with both internal and external stakeholders, and especially with service users.</p> <p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Good problem-solving acumen.</p> <p>Excellent communication; verbal and written.</p> <p>Communicates effectively across all levels and media.</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas.</p> <p>Supports the development of and shares learning with other members of staff. Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed and resourceful.</p>	

	Flexible approach to work.	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post qualification experience).</i></p>	<p>Experience of working effectively within a multidisciplinary team.</p> <p>Experience of stock management processes and systems</p>	

### 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 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

### Organisation chart

## One Government Departments



**Organisation chart**

