

Job Title: E R F Technical Stock and Logistics Manager

Department: Infrastructure and Environment
Section: Energy Recovery Facility
Reports to: Maintenance Manager
JE Ref: IE1149
Grade: CS08 **JE Date:** 05/10/2023

Job purpose

This Management position is responsible for Energy Recovery Stores and Stock. The Facility is operational 24hrs a day, 365 days a year and is an essential service for the Island. In order to keep this technical multi million-pound Facility operational, the post holder will be responsible for and organisation of the ERF stores and stock. Evaluate suppliers' offers to ensure best value is achieved and purchasing is done within GoJ Procurement Policies and GoJ Financial Code of Direction and values. Research and order components using P&ID technical drawings and purchase stock against min/max levels defined by Facilities demand profiles and maintain accurate inventory records.

Job specific outcomes

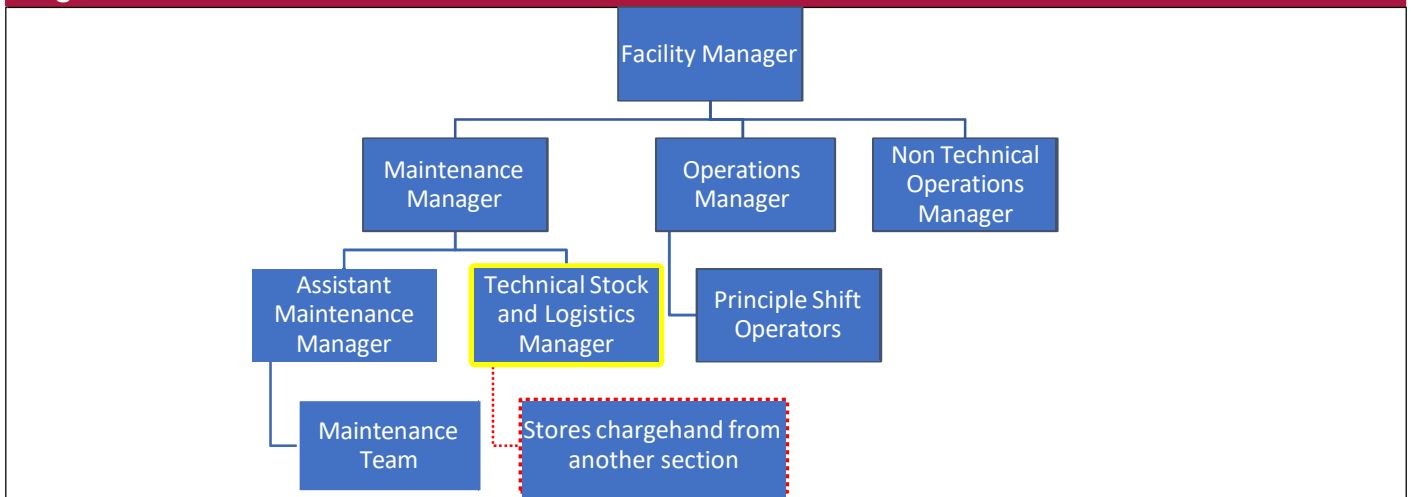
- Coordinating stock control operations with Facility Operations staff, Maintenance Engineers, Contractors, and Management.
- Submitting purchase details (suppliers' information, invoices and pricing) to internal databases, including SAP, Connect and other internal systems.
- Analysing supply chain data to ensure the uninterrupted availability of stock.
- Forecasting supply & demand to prevent overstocking and running out-of-stock. Maintaining a steady flow of stock from storage to where it is needed.
- Placing and receiving orders to replenish stocks as needed. Tracking shipments and coordinating internal stock transfers, as well as resolving delays. Ensuring any regulatory clearances are processed.
- Evaluating suppliers and negotiating purchase prices to ensure best value is achieved.
- Overseeing stock storage processes, including, boxing, labelling and storage in accordance with manufactures specifications. Supervising stores staff with the receiving of deliveries, checking and moving to location on site. Ensuring stock rooms are organised, maximising potential space and location data bases are kept up to date.
- Performing regular inventory audits and keeping stock purchasing within budget. Ensure stock is on site and in systems is 'current' and any superseded stock is removed.
- Maintaining and updating daily shipment records, as well as purchases and pricing reports. Produce stock reports as required by Managers.
- Preparing and processing requisitions and purchase orders.
- Liaise with Maintenance Manager and Operations Manager to ensure specialist parts and materials are available for planned shutdowns.
- Organisation of booking/hiring equipment needed for shutdowns and maintenance.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE Maths and English A high level of IT skills including Excel. City and Guilds level 3 Management qualification or equivalent City and Guilds level 3 qualification or equivalent gained by substantiation practical experience gained in a relevant specialism.	
Knowledge	Practical knowledge of mechanical, electrical and process plant equipment and spares.	Knowledge of processes and activities of the Government of Jersey.

<p>Knowledge continued</p>	<p>Good knowledge and understanding of producing and working with Risk Assessments and understanding the review process to ensure validity.</p> <p>Good understanding of inventory management principles and best practices, and experience in supply chain data analysis.</p> <p>A good understanding of stock control and stock ordering processes/management, with the ability to keep up with industry updates.</p> <p>Knowledge of inventory management software systems and GoJ systems ie: Connect, SAP.</p>	
<p>Technical / Work-based Skills</p>	<p>Ability to read and understand technical P&ID drawings, OEM manuals, parts lists and technical drawings as issued by the facility's documentation and order individual components from these documents.</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>Extensive knowledge of inventory management and ordering processes with experience in a related industry</p> <p>Ability to lead a team and undertake Management duties.</p>	<p>Manual Handling cert A good understanding of working methods working practises.</p> <p>Experience working knowledge of Government IT and systems packages.</p>
<p>General Skills/ Attributes</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 skills.</p> <p>Excellent communication; verbal and written.</p> <p>Supports the development of and shares learning with other members of staff.</p> <p>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> <p>Flexible approach to work</p>	

	Excellent organisation and time management skills are essential, as well as good communication, collaboration, and negotiation.	
Experience	Experience of working effectively within a multidisciplinary team. Experience of stock management processes and systems Proven 5 years working in a purchasing stock Management or leadership role. Managing and supervising staff and budgets	