



JOB DESCRIPTION

Job Title: Supply & Logistics Manager

Department: Stores

Location: CFRS Headquarters, Sadler Road, Winsford

Post Number: TBC

Grade/Role: CFRS S01

Special Allowances: None

Responsible to: Head of Estates, Facilities and Stores

JOB PURPOSE

Provide an effective supply and logistics operation within all Stores areas to meet the needs of the Service as a whole.

Provide quality management information to assist in budgetary, project and “future need” planning.

PRINCIPAL RESPONSIBILITIES

- 1 Manage the day-to-day operation of the Stores function to achieve high standards of business continuity, service delivery and customer satisfaction through optimum use of resources.
- 2 Develop, monitor and maintain relevant policies, procedures, knowledge articles and risk assessments, ensuring they are communicated and understood throughout the Stores Team.
- 3 Authorise expenditure and validate the accuracy of other appropriate orders to ensure value for money and compliance with financial regulations.
- 4 Monitor and report on stock levels, minimum/maximum stock holding and supplier lead times and make recommendations as to optimum levels and/or supplier changes.
- 5 Develop specifications, contract terms, key performance indicators, build strong working relationships with contractors and suppliers and place orders for relevant goods & services, in collaboration with Procurement Team.
- 6 Identify and deliver changes to process, purchasing methods, suppliers and specifications to enable efficiencies and cost saving as appropriate.
- 7 Identify and develop enhancements to the Technology1 Stores system to ensure the most effective use of the Services’ investment in technology.
- 8 Produce statistical reports from Technology1 Stores and Finance systems to provide quality management and budgetary information.
- 9 Monitor, and advise on, the opening hours of stores and the delivery patterns to stations to meet service delivery requirements.

- 10 Arrange for the sale of scrap, surplus and obsolete equipment and materials to ensure maximum income is achieved for the Service and space is used to best effect.
- 11 Oversee ad-hoc and planned stock takes to ensure correct stock levels that provide effective and efficient service delivery and value.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. Specifically:

- **Being Inclusive**
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**

Putting our communities first
Integrity
Dignity and respect
Leadership
Equality, Diversity and Inclusion

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.



PERSON SPECIFICATION

Job Title: Supply & Logistics Manager

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>Qualifications/Experience</u> Educated to minimum A Level Standard Member of relevant Professional body or prepared to study to achieve part qualification	*	*
<u>Knowledge & Skills</u> Experience of warehousing and logistics environment Working knowledge of Fire Service equipment and consumables Excellent IT skills Experience of compiling specifications e.g. KPI's Experience of supply and logistics scheduling	* * * *	* *
<u>Personal Competencies</u> Excellent interpersonal and relationships management skills Ability to use own initiative Ability to manage a team Ability to influence others and negotiate effectively Excellent time and management skills Self-motivated and able to motivate others	* * * * * *	