

Warehouse Operative/Driver Band 2



JOB DESCRIPTION

JOB TITLE	Warehouse Operative/Driver
BAND	2
DIRECTORATE	Operations
INITIAL LOCATION	Greater Belfast area
REPORTS TO	Warehouse/Driver Charge-hand Band 3
ACCOUNTABLE TO	Head of Logistics

JOB SUMMARY

Drive vehicles as assigned to deliver/collect parcels, community equipment and continence products throughout BSO PaLS customer base within N. Ireland.

To work as part of a team ensuring the issue and receipt of goods across a range of stock accounts, including the keeping of manual and computer records. Liaise with Trust staff and members of the public. The post-holder will be required to work flexible hours to suit the needs of the department.

All warehouse operational work associated with the receipt, storage, picking, marshalling and despatch of all commodities processed through the PaLS Operations, in accordance with the daily demands of the PaLS customer base, using such mechanical aids as necessary and conforming to ISO 9001:2000 Quality standard.

Maintain the warehouse working areas in a clean and tidy condition and free from obstruction being aware of and complying with the requirements of the Health and Safety at Work Act, COSHH Regulations, any associated Codes of Practice and any other safe working practices or procedures which may be introduced from time to time.

To be responsible for the day to day cleaning processes of all Community equipment by using both manual and mechanical cleaning processes. To ensure when equipment has been decontaminated in accordance with MD4/01 Controls Assurance Standard (Decontamination of Reusable Medical Devices) and MHRA DB2003 (06) ensuring that all equipment is quality checked, and correctly stored within the warehouse for re-use.

KEY DUTIES / RESPONSIBILITIES

1. Drive any vehicle allocated within the limits of his/her driving licence in a careful, lawful manner with special reference to the equipment being carried.
2. Carry out daily routine maintenance of their vehicle and minor running repairs (including checking fuel, oil and water levels and topping-up as required, tyre pressures, etc.).
3. Ensure that details of all petrol and oil drawn are recorded in the vehicle log book or database and the supporting receipts are passed to the supervisor.
4. Maintain an accurate and up-to-date record of all individual journeys in the vehicle log book or database.
5. Advise Line Manager of vehicle defects as soon as possible.
6. Ensure that an Accident Report Form is completed and submitted at the earliest possible opportunity and in any event not later than 48 hours from the date of any accident, however minor, involving the vehicle in his/her charge.
7. Wash the vehicle and ensure that the interior is kept clean and tidy.
8. Operate lifts and ramps on vehicles.
9. Deliver, Assemble, demonstrate, collect and dismantle Parcels, Community Equipment and Continence Products and any other commodities as required. This includes obtaining the signature from client or facility manager.
10. Reconcile delivery/collect paperwork at the point of issue/receipt and ensure all discrepancies are highlighted and report.
11. Ensure appropriate use of hand held devices to capture and input data
12. Ensure that the clean area is free of hazards; condemned items are removed and correctly disposed of as per procedures. Ensure segregated storage of soiled returns of community equipment.
13. Provide a high level of cleaning of returned Community Equipment following procedures and Controls Assurance Standards.
14. To identify items after the cleaning process that are deemed unsuitable for re-issue and arrange for disposal and relevant records updated.
15. Dismantle/assemble multi section Community Care Equipment ensuring thorough cleaning and inspection, in accordance with training given.
16. Assess the returned equipment of recycled stock from the decontamination unit and liaise with Chargehand/Supervisor and determine whether the equipment is suitable for re-issue/repair or disposal.
17. Undertake cleaning of any non stock equipment as and when required.
18. Maintain relevant decontamination records and quality stock control. Utilise barcode scanners as appropriate.
19. Assisting clients in retrieval and loading of Community Equipment into private vehicles and ensuring that the public counter service is carried out in a caring and courteous manner.

20. Undertake warehouse duties in accordance with ISO 9001:2000 Procedures/work instructions as directed, for working within the Warehouse
21. Participate in Stock Counts.
22. Verify correct delivery address, number of pallets/boxes to be unloaded and ensuring that they conform to required pallet height specification. Input receipts onto the relevant software packages.
23. Receiving and verification of incoming stock/non stock goods from suppliers for quantity and quality, reporting discrepancies and damages as appropriate and schedule non-stock goods for onwards delivery to relevant sites.
24. Breaking down pallet loads of stock goods in preparation for putting away to warehouse locations and barcode products.
25. Adhere to the warehouse stock rotation policy when picking and replenishing stock goods.
26. Selecting all equipment and contingence from stock range from picking/issue documentation, marshal, sort and despatch orders, ensuring accuracy in stock allocation.
27. Pick, assemble and despatch customer emergency requests in accordance with Service timescales.
28. Assist with the stock of community emergency stores as required.
29. Assist in the Warehouse stock-checking procedures as required.
30. Use of mechanical aids, such as Hand Pallet Trucks, Electric Order picking Trucks and where certified, Electric Counterbalance Truck and Reach Trucks.
31. Carry out daily routine maintenance checks on mechanical aids equipment and report any deficiencies or defects etc to the Warehouse Supervisor.
32. Assist in the efficient operation of the Return to Stores procedure.
33. Take all necessary steps to ensure the security of the warehouse stock inventory at all times.
34. Assist with the rotation, checking and issuing of all CECS stock and Emergency Planning Stock.
35. Promote good liaison between warehouse and all other BSO PaLS departments on all matters affecting the receipt, custody and issue of stock goods and all other matters of common interest.
36. Adherence to Fire, Health and Safety requirements and associated procedures, attend training and fire drills as directed.
37. Be aware of the Disciplinary and Grievance procedures.
38. Wear protective clothing/footwear provided.
39. Undertake training and education as directed to improve performance within the warehouse.
40. Any other duties and responsibilities as may be assigned and/or varied by the Warehouse Supervisor) from time-to-time in the light of developments.
41. Ensure that the PaLS facilities are secured at all times.
42. If required assist in operative duties in other PaLS facilities

RAISING CONCERNS - RESPONSIBILITIES

6. The post holder will promote and support effective team working, fostering a culture of openness and transparency.
7. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with the Trust's 'Your Right to Raise a Concern (Whistleblowing)' policy and their professional code of conduct, where applicable.

GENERAL REQUIREMENTS

The post holder will be required to:

1. Ensure The Organisation's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of The Organisation's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the The Organisation are legally responsible for all records held, created or used as part of their business within the [org name] including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the [org name] policy and procedures on records management and to seek advice if in doubt.

7. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent The Organisation's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within The Organisation's area, as needs of the service demand.

Jan 22

PERSONNEL SPECIFICATION

JOB TITLE AND BAND	Warehouse Operative/Driver Band 2
DEPARTMENT / DIRECTORATE	Operations
SALARY	£18,546 - £19,918
HOURS	37.5

Jan 22

Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note The Organisation reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience/Qualifications	Two years' relevant experience in a procurement/logistics environment. OR A minimum of three GCSE or equivalent (Grades A* – C) including English Language and Mathematics and 1 year procurement/logistics experience.	Shortlisting by Application Form
Other	Hold a valid B Driving Licence for use in the UK – ability to drive up to 3.5 Tonne Vehicle	Shortlisting by Application Form
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities / Knowledge	1. Ability to work as part of a team. 2. Ability to work to set deadlines. 3. Ability to communicate effectively to meet the needs of the service.	Interview / Test





DESIRABLE CRITERIA

SECTION 3: these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Method of Assessment
Experience	1 Years' experience of driving a Long Wheel Based van making deliveries and collections	Shortlisting by Application Form
Qualifications	Valid License to drive a Counterbalance Truck or Reach Truck	Shortlisting by Application Form

As part of the Recruitment & Selection process it may be necessary for The Organisation to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

THE ORGANISATION IS AN EQUAL OPPORTUNITIES EMPLOYER
Successful applicants may be required to attend for a Health Assessment

HSC Value	What does this mean?	What does this look like in practice? - Behaviours
 <p>Working Together</p>	<p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"> • I work with others and value everyone’s contribution • I treat people with respect and dignity • I work as part of a team looking for opportunities to support and help people in both my own and other teams • I actively engage people on issues that affect them • I look for feedback and examples of good practice, aiming to improve where possible
 <p>Compassion</p>	<p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none"> • I am sensitive to the different needs and feelings of others and treat people with kindness • I learn from others by listening carefully to them • I look after my own health and well-being so that I can care for and support others
 <p>Excellence</p>	<p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high-quality, compassionate care and support.</p>	<ul style="list-style-type: none"> • I put the people I care for and support at the centre of all I do to make a difference • I take responsibility for my decisions and actions • I commit to best practice and sharing learning, while continually learning and developing • I try to improve by asking ‘could we do this better?’
 <p>Openness & Honesty</p>	<p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none"> • I am open and honest in order to develop trusting relationships • I ask someone for help when needed • I speak up if I have concerns • I challenge inappropriate or unacceptable behaviour and practice

All staff are expected to display the HSC Values at all times

