



JOB DESCRIPTION

JOB DETAILS:

Job Title	Stores Operative / HGV Driver
Pay Band	2
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Procurement Services
Department	Supply Chain
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Stores Manager
Reports to: Name Line Manager	Stores Manager
Professionally Responsible to:	Stores Manager

JOB SUMMARY/ PURPOSE:

To select items from a range of commodities, maintaining accurate and methodical selection. Ensure all orders are packed to a high standard to maintain the satisfaction of NHS customers in Wales.

Driving duties to be allocated in line with business and customer requirements.

DUTIES/RESPONSIBILITIES:

STORES OPERATIVE

To ensure accurate selection of items as directed by the Warehouse Management system.

To maintain a high standard of packing goods to ensure a safe and orderly delivery to Customers.

To ensure all boxes / pallets are clearly and precisely labelled with all relevant information.

To ensure all paperwork is attached to the consignment for delivery.

To ensure all completed boxes / packages are placed on the designated pallets for distribution.

To provide support as and when required for the unloading of Procurement Services' vehicles.

To provide assistance for cycle counting ensuring that stock levels are accurately counted and stock rotation is thoroughly checked.

To report defects in equipment to a Supervisor / Manager.

To report discrepancies in stock to a Supervisor / Manager.

To maintain a high standard of hygiene and housekeeping throughout the Store at all times.

To participate in the replenishment process as and when required.

To ensure all procedures are adhered to, in line with the Business' ISO / Quality framework.

To ensure appropriate use of mechanical handling equipment as and when required.

To ensure mechanical handling equipment is placed on charge, batteries are topped up and defects immediately reported to a supervisor / manager.

HGV DRIVER

To carry out driving duties as directed by a supervisor / manager.

To ensure the vehicles are loaded methodically, geographically and ensure the weight of the load does not exceed load capacity for the vehicle in accordance with legal requirements.

To be responsible for the security and safekeeping of all goods transported in the vehicle.

To ensure accurate and timely deliveries to designated delivery points.

To liaise with hospital personnel at R/D/delivery points and ensure all documentation is signed and completed as appropriate.

Providing and receiving routine information orally and/or in writing, to inform Customers and work colleagues.

To adjust the load to accommodate all empty pallets and items for credit whilst ensuring all paperwork is accurately completed.

To ensure daily vehicle checks are performed, faults/defects are identified and are reported to a supervisor/manager.

To ensure tachographs are used correctly and charts are completed in accordance with driving regulations and legal requirements.

Undertake ongoing undocumented risk assessments at delivery points and pass to the supervisor/manager on return to base e.g. Safely parking vehicle for unloading.

Use own initiative when working alone away from work base on a daily basis with regards to changing routes in case of delays, diversions or emergencies.

There is a frequent requirement for prolonged concentration whilst driving Large Goods Vehicles on a daily basis.

To ensure all procedures are adhered to, in line with the business ISO/quality framework, and driving hours and regulations.

To ensure vehicles are regularly cleaned and interiors are kept in a clean and orderly manner.

GENERAL REQUIREMENTS

- **Values:** All employees of NWSSP are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to

minimise infections.

All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>NVQ Level 2 in Warehouse and Distribution (or willing to work towards) OR</p> <p>3 GCSE's (including Maths and English) OR</p> <p>Equivalent level of experience</p> <p>HGV II Licence</p> <p>Knowledge of Health and Safety</p>	<p>NVQ Level 3 in Warehouse and Distribution</p> <p>Knowledge of COSHH.</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Experience	<p>Previous experience in a warehouse environment.</p> <p>Experience of tachograph and use of charts.</p>	<p>Experience of operating mechanical handling equipment</p>	<p>Application Form</p>
Aptitude and Abilities	<p>Ability to work to deadlines</p> <p>Ability to use own initiative whilst away from work base.</p> <p>Excellent communication skills.</p> <p>Excellent organisational skills.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	Excellent interpersonal skills		
Other		Welsh Speaker	Application Form