

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

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| POST TITLE: | Stores Administrator – Requisitions & EMS |
| GRADE: | Grade 3 |
| RESPONSIBLE TO: | Stores Manager |
| RESPONSIBLE FOR: | Nil |
| PURPOSE OF POST: | To provide administrative support for the processing of Requisitions and Administering the Equipment Management System (EMS) |

MAIN DUTIES AND RESPONSIBILITIES

1. Ensure that requisitions for stock items are processed efficiently. Exercise good judgement to ensure that requisitions are authorised and appropriate using the Opex ordering system, and correct cost codes are applied.
2. Ensure that non-stock orders are approved by the Procurement team, requisitions are created, and correct cost codes applied with a detailed knowledge of Contract Procedure Rules and Procurement Thresholds.
3. Monitor and report on requisition spend. Compile reports by spend type and provide analysis of trends in spend behaviour and premature failure of equipment or clothing.
4. Ensure records are updated for staff joining and leaving the organisation, including administering Opex user accounts for access to requisitions.
5. Monitor and action invoices in a timely manner to ensure all suppliers are paid for services within 30 days and report any variance to the Stores Manager, including monitoring weekly GRIR spreadsheet to action any errors.
6. Responsible for all personal data generated, ensure that personal details for clothing and equipment are secure, comply with General Data Protection Regulation (GDPR) and ensure full compliance with the and Data Protection Act 2018.

7. Create equipment specific EMS identifiers within the Redkite system, create test patterns for new equipment and ensure markings are applied.
8. Act as the departments single point of contact for all equipment-based enquiries from users and external suppliers. Demonstrate an ability to de-escalate situations where customers or WYFRS staff behave in a challenging manner.
9. Produce an annual schedule for equipment test appointments, communicating with insurer's, outside contractors and stations / departments. Update EMS records to reflect test dates by type.
10. Monitor the condition and life expectancy of equipment, producing reports for managers to allow the forecasting of capital spend on equipment replacement projects.
11. Manage the repair of all operational equipment and breathing apparatus including associated BA telemetry systems. Liaise with suppliers to identify equipment repair and replacement costs.
12. Liaise with Workshops and insurers to advise of changes of location/status of equipment including additional items that require testing. Provide advice and guidance with enquiries and anomalies.
13. Liaise with and deputise for the Stores LOLER Administrator to ensure prompt data entry of LOLER tests into the EMS asset tracking database. Maintain a detailed knowledge of the LOLER database and update EMS using information from the insurer's equipment management database.
14. Assist outside contractors with EMS testing including outdoor working and manual handling of high-pressure fire hose or equipment requiring the use of mechanical handling equipment (MHE)
15. Generate and monitor reports for Key Performance Indicators (KPI) ensuring that required response times and order success rates are maintained. Provide analysis to Stores manager of trends / early warning of KPI non-compliance.
16. Responsible for managing the shipping of goods through external couriers. Managing the account with prompt processing of orders and invoices.
17. Be an active member of, and contribute to the OPEX working group, contributing, and applying change to continually improve the PO system.
18. Assist in annual stock take.

19. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
20. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
21. Work from written and verbal instructions with minimum supervision.
22. To undergo training and attend training courses as required.
23. Carry out any other administrative duties as required.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

To be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. On your application form please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e., items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e., criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form,** this may involve tests, presentations, selection process etc.

| | Experience | Essential / Desirable | Source |
|----|--|-----------------------|---------------------------------|
| 1. | Experience of working in a busy commercial warehouse or office environment | Essential | Application & Selection Process |
| 2. | Demonstrate a detailed knowledge of and experience using IT systems i.e., Microsoft Word and Excel | Essential | Application & Selection Process |
| 3. | Experience of EMS asset management or similar asset tracking system | Desirable | Application & Selection Process |
| 4. | Experience of producing statistical reports and information analysis | Desirable | Application & Selection Process |
| 5. | Experience in creating orders through an electronic procurement system such as OPEX | Essential | Application & Selection Process |
| 6. | Experience in processing supplier invoices and supplier invoice disputes. | Essential | Application & Selection Process |

| | Education and Training | Essential / Desirable | Source |
|----|---|-----------------------|---------------------------------|
| 7. | Must have excellent keyboard skills for data inputting and typing with an emphasis on accuracy of information | Essential | Application & Selection Process |
| 8. | Must have sound educational background and be literate and numerate | Essential | Application |

| | Special Knowledge and Skills | Essential / Desirable | Source |
|-----|--|-----------------------|---------------------------------|
| 9. | Must have working technical knowledge of operational equipment and be able to make effective repair decisions | Essential | Application & Selection Process |
| 10. | Possession of good verbal and written communication skills | Essential | Application & Selection Process |
| 11. | Have a flexible approach to work and be able to meet deadlines. Ability to manage conflict and high-pressure situations where customers demonstrate challenging behaviours | Essential | Application & Selection Process |
| 12. | Ability to work unsupervised and as an effective member of a team | Essential | Selection Process |
| 13. | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process |
| 14. | Must hold and maintain a forklift truck license (to be tested as part of selection phase) | Essential | Application & Selection Process |
| 15. | Hold and maintain a current valid UK driving licence | Desirable | Application & Selection Process |
| 16. | Demonstrate commitment to good data quality within all areas of work with an ability to provide reports and data analysis to the Stores Manager and head of department. | Essential | Selection Process |

Created September 2022.