

Job Title:	Materials Management Officer – Grade 3
Reports to (job title):	Operation and logistic Manager
Line Manager to:	N/A

## Job purpose

Provision of a Materials Management Service for wards and Departments within the HCRG BSW Group in both the acute and or community locations; (Chippenham/Warminster) including regular stock checks, ordering and put-away service for stock and non-stock items and undertaking scheduled formal stock reviews in line with published timetable. Responsible for ensuring that wards/department storage areas and systems are maintained to agreed standards.

## Base

Great Western Hospital/Chippenham/Warminster.

## This post is responsible for

- Delivering a full materials management service for specifically dedicated departments/areas as outlined below.
- Provide and be responsible for regular stock checks, the ordering of supplies against approved stock levels, an accurate receipting and put-away service and maintaining accurate records.
- Responsible for ensuring all departments receive a full stock review in line with published timetable, utilising knowledge, experience from previous records to advise department budget holders of accurate product usage and setting appropriate levels to assist with minimising stock holdings, reducing obsolete stock and achieving savings through better stock management.
- Optimise the storage of goods held to ensure that stock is stored safely and rotated during put-a-way to reduce the risk of stock becoming obsolete.
- Use initiative to identify alternative products and best route of supply to support on-going cost savings to the Trust and share information with colleagues to maximise savings potential.
- Responsible for organising and processing returns of products purchased from the NHS supply chain or non-stock items managed by the materials management service.
- To respond promptly to product recall notices and informs ward/departments of correct action taken.
- Responsible for being available via the paging system throughout the working day ensuring a prompt and courteous, professional response to customer enquires, providing a satisfactory resolution and feedback to the customer.

- Responsible for safe systems of work, especially in terms of handling products/containers in wards and patient areas. Also in the safe storage of products i.e. shelving/mailbox racking and the handling of COSHH items.
- Actively seek to identify and report and cost savings and benefits by alternative means of purchase.
- Support the expansion of the service to include agreed non-stock items and continue to look for opportunities to add non-stock items to Materials Management either through stock or non-stock supply chains.
- Assist the Materials Management Team Leader in extending the Materials Management Service throughout the trust.
- Be capable of communicating with Trust personnel at all levels and make decisions on stock requirements.
- Liaise as required with suppliers in the event of discrepancies of any kind.
- Provide cover and support for colleagues within the Materials Management within the acute setting and the community based hospitals together with the Trust Receipts team as and when required by senior managers.
- To ensure that all duties are carried out to the highest possible standard and in accordance with current quality initiatives within the area of the work.

## Financial Responsibilities

- All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying and actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.
- All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

## Care

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

We will expect your values and behaviours to reflect the STAR Values of the organisation:

**Service** - We will put our patients first

**Teamwork** - We will work together

**Ambition** - We will aspire to provide the best service

**Respect** - We will act with integrity

## Essential

- Good standard of secondary education to GCSE standard in Mathematics and English language or equivalent.
- PC application skills – Word and Excel
- Experience of working in a centralised purchasing or customer service environment.
- Experience of using a specialist purchase order system
- Working knowledge of PC applications
- Excellent keyboard skills and data input
- Excellent telephone and interpersonal skills
- Good standard of written and spoken English
- Good numeracy skills
- Excellent organisational skills and ability to prioritise own workload
- Ability to work alone with minimal supervision but also as part of the team
- Logical approach to resolving problems
- Holder of a full driving licence and able to use personal car for work (mileage expenses paid)
- Driven to achieve and self-motivated
- Good time management
- Able to work in a pressurised environment
- Ability to cope with an active and physical demanding job
- Willing to work in other areas of the Trust or Trust wide as and when required to do so

## Desirable

- HNC in Business studies or equivalent
- NVQ qualified or working towards NVQ qualifications
- Working knowledge of purchasing systems
- Experience in Materials Management – Stock control
- NHS experience
- Knowledge of medical goods and basic terminology
- Experience of bar code readers and other data input equipment

**Other requirements:**

- This post is physically demanding and requires a significant amount of manual handling. In addition to the duties and responsibilities listed above, the post holder may be required to perform other duties assigned by the supervisor/manager from time to time.

**Employee signature**

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**Manager signature**

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