



## HR Shared Service Staffordshire Police and Staffordshire Fire and Rescue - Role Profile

### Parts & Supplies Assistant / Driver Support

**Grade/Rank:** D  
**Directorate:** People & Resources  
**Reports to:** Supplies & Logistics Supervisor  
**Direct Reports:** N/A

#### Role Purpose

The Parts and Supplies Assistant (PSA) will be responsible for the provision, storage and distribution of vehicle related parts, equipment and consumables along with other items required for the service, modification and repair of vehicles at Joint Emergency Services Transport Services (JETS) Workshops. This will include the ordering items from a wide selection of approved suppliers including main dealers.

Provide daily proactive support and assistance to the Senior Vehicle Technicians and all the vehicle workshop staff to enable a prompt, efficient and effective vehicle repair service, that maximises vehicle availability and reduces downtime for the vehicle end user.

Correct recording and documenting are essential to an effective store function, the role holder must be able to complete all documentation and fleet system records accurately and promptly to assist with supply, budget control along with seeking best value for vehicle parts and equipment.

#### Key Tasks and Responsibilities

The PSA will have responsibility for providing the JETS Workshop with the correct parts and other supplies required for the servicing and repair of vehicles, from stock and by ordering from main dealers. They will use their own knowledge of products, as well as data from suppliers, in order to ensure an accurate, responsive and proactive supplies function dedicated to meeting the needs of the department's customers.

PSA's outputs will be measured using agreed response times that support effective and efficient workshop activity along with accuracy and correct picking/sourcing of items.

The role holder will regularly update the computerised stores handling system with all details of



parts issued, received and other relevant information, including details of parts supplied to repair vehicles following accident damage, to ensure full and accurate stock records are maintained at all times.

Accurately check parts issued on workshop jobs to maintain vehicle history on parts is correct.

Provide stations and remote units with consumable items e.g. bulbs, screen wash etc. responding to requisitions received into stores.

Assist in regular stock checks at Workshops, as directed by the Supplies & Logistics Supervisor (SLS), reconciling stocks held with computerised records, identifying discrepancies and searching for errors of omission, in order to ensure that stocks held are efficiently and effectively maintained and managed.

Ensure that all parts are appropriately and safely stored, housed and available, the stores area is maintained in a clean and tidy condition, there is also a requirement to complete the safe disposal, redistribution and documentation of all specialist waste, organising the collection and administration of the waste disposal process, ensuring that Health and Safety regulations and Force Policy is adhered to.

The role holder will raise orders to meet authorised need with approved suppliers on the computer database to both meet reactive and emerging requirements as well as maintaining optimum stock levels, this will include reviewing the supplier's price and the quality of goods, via telephone, in person and direct computer links, along with accurately checking of good receipts against orders and incoming invoices, credit notes etc, following approved audit process.

Maintaining good working relationships with all stock suppliers, expediting all crucial and outstanding orders, it is expected that a daily activity for the role holder will include chasing progress on outstanding orders with suppliers and manufacturers, in order to ensure the timely arrival of items and upon receipt of goods will support the reconciling of invoice details.

The post holder will maintain the register for Control of Substances Hazardous to Health (COSHH), ensuring all necessary and relevant data sheets are received with products ordered, they will record, store and update the JETS COSHH register when needed and disseminate information to relevant parties including H&S team.

PSA will support the SLS in providing support to both the JETS Transport Team and external suppliers/contractors by, clearly and in a timely manner communicate progression of work and advise of any situation that would affect the operation of the vehicle fleet.

The role holder will follow agreed processes within stores to ensure all items are correctly ordered and supplied, along with regular stock checks being completed.



Actively work with colleagues and contribute positively to the team, undertaking training to keep up to date with vehicle and fleet related technology.

Work within Health and Safety and Environmental Policies so ensuring good housekeeping of working and surrounding areas.

To promote and maintain an environment of continuous improvement and innovation in developing streamlined processes to ensure the function remains lean and focused on priority issues

The role holder will be required to operate a fork lift truck within the stores and wider workshop.

The post holder must be willing to support vehicle (light & heavy) movements and logistics for JETS, on and around workshops, the wider county and further if business needs requires.

Undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

The post holder will need to be able to provide stores cover from 7am to 7pm to be agreed locally in line with the Flexible Working Policy. Given the nature of the work, the post holder is expected to work such hours as may be reasonably required for the proper performance of their duties e.g. unsociable hours in support of special operations and events

### **Accountable for: (ie responsibilities held by others but measured and owned by this role)**

N/A

### **Behaviours**

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

#### **Resolute, compassionate and committed**

We are emotionally aware	Valuing Diversity	1a
	Managing Sensitivities/Political Savvy	1a
We take ownership	Customer Service	1a
	Maintaining Accuracy/Sustainable Working	1a



Inclusive, enabling and visionary leadership			
We are collaborative		Partner Working	1a
		Managing Complexity/Strategic Planning	1a
We deliver, support and inspire		(self) Leadership	1a
		Supporting Colleagues/Coaching & Mentoring	1a
Intelligent, creative and informed policing			
We analyse critically		Problem Solving	1a
		Situational Judgement	1a
We are innovative and open-minded		Continuous Improvement	1a
		Futurology	1a

<b>Education, Qualifications and Experience</b>	
<b>Essential:</b>	<b>Desirable:</b>
<p>Educated to GCSE standard ( 5 A-C including English and Maths) or equivalent experience.</p> <p>Proven experience in stock holding and Distribution, with an understanding in the techniques of stock control and monitoring.</p> <p>Experience in the motor parts trade, knowledge and understanding of vehicle parts used by manufacturers.</p> <p>Full Driving Licence</p> <p>Hold current LGV C+E (Class1) – (or willingness to complete at the earliest opportunity)</p> <p>Counter Balance Fork Lift Truck Operators Licence, or (willingness to complete at the earliest opportunity)</p>	<p>Knowledge of specialised Police equipment, to include electrical and communication systems.</p> <p>Evidence of working within a large franchised dealership in a parts supply role.</p> <p>Understanding of budget control and related financial requirements.</p>

<b>Skills Matrix (See Skills Matrix)</b>	
<b>Essential:</b>	<b>Desirable</b>
<p>Competent use of financial and fleet management IT applications.</p> <p>Attention to detail presenting information in a clear format.</p> <p>Good team working skills and the ability to make their own decisions.</p>	<ul style="list-style-type: none"> <li></li> </ul>



Good at relationship building with internal and external customers.				
Good communication and influencing skills, excellent customer service skills				
<b>Leadership Passport Level</b>	Practitioner s & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

\* Indicates that training will be provided as part of the role in this skill

### CPD Requirements

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### Professional Registration/Licences

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### Special Conditions

Own car for business use	No
Higher level vetting required	No
Requirement to wear Uniform	Yes
Requirement for post entry training	No
Fixed Hours	No
Weekend working expected	No
Shift allowance	No
Fixed term or temporary role	No
Politically Restricted	No
On call/standby rota	No
Flexitime Role	Yes
Notice Period	1 week    28 Days <b>1 month</b> 3 months

### Agile Profile (See Agile Matrix)

Desk	Confidential	Systems &	Telephony	Paper	Hours
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1	5	1	2	2	2