

**STOCK CONTROL OFFICER****£17,161 - £19,126**

The role predominantly involves carrying out independent stock checks on all materials held in Construction Services stores and investigate and report on any variances arising from the stock checks. The successful candidate will be using the SAP stock management system and other computer systems.

This position is full-time (37 hours) and permanent. Applications are welcomed from job share applicants.

**Berneslai Homes values diversity in its workforce and encourages applications from all sectors of the community.**

Application forms and further details are available from our website at [www.berneslaihomes.co.uk](http://www.berneslaihomes.co.uk) or by telephoning Human Resources on (01226) 772709.

**Closing date: Friday 26<sup>th</sup> March 2010 at 4:15pm**

# *Job Description*

**BERNESLAI HOMES**

**DIRECTORATE/DEPARTMENT: BERNESLAI HOMES**

**SERVICE AREA: Assets Regeneration  
and Construction**

**SECTION: Construction Services**

**JOB TITLE: STOCK CONTROL OFFICER**

**JOB REFERENCE NO:**

**GRADE: 4**

**RESPONSIBLE TO:**

**PROCUREMENT MANAGER**

**EMPLOYEE SUPERVISION:**

Nil

**DATE AGREED:**

**BY WHOM:**

**Purpose of Post:**

- To assist in the efficient, effective delivery of a comprehensive stores service.
- To work closely with the Procurement Manager to deliver service improvements to all areas of Purchasing and Stores.

**Key Areas:**

- To carry out independent stock checks on materials held in Construction Services stores on a Planned and ad hoc basis.
- To investigate and report on any variances following stock checks.
- To assist in the delivery of service improvements to meet Berneslai Homes defined objectives.
- To assist in meeting all targets and objectives of Construction Services.
- To ensure that Berneslai Homes Financial regulations and standing orders are complied with.
- To assist in the implementation of the Health and Safety Management System.
- To promote and develop partnering and the principles of "Rethinking Construction"

**Duties and Responsibilities:**

1. To carry out independent stock checks on materials held in Construction Services Stores locations, including van stock.
2. To investigate and report on any variances following stock checks.
3. To identify slow moving stock items and report to the Procurement Manager.
4. To assist in ensuring that value for money is achieved for Construction Services.
5. To liaise with the Senior Storekeeper and the Procurement Manager in the implementation of new and innovative ways of working in all aspects of Construction Services with the objective of increasing effectiveness, efficiency and eliminating waste.

6. To update and maintain material master records on the computerised stores system.
7. To ensure that Berneslai Homes and the Council Financial regulations and standing orders are complied with.
8. To participate in Audit Commission and other inspections and reviews of Berneslai Homes. To assist in the implementation of the outcomes of such reviews.
9. To update computerised system with approved amendments to stock levels including write-ons and write-offs.
10. To assist in the implementation of a comprehensive communication system in the Procurement Section.
11. To investigate stock variances and report on findings.
13. To assist in ensuring that a pro-active approach is taken to Equality and Diversity issues within the service.
14. To fully utilise the functionality of the computerised stores system and SAP in carrying out the duties of this post.
15. To assist in ensuring that Health and Safety legislation and good practice is complied with.
16. To assist the Procurement Manager in preparing reports.
17. To assist the Assistant Purchasing Officers and Storekeeper in providing the stores service.
18. To assist in gaining and retaining accreditation of the Construction Service of Investors in People.
19. To contribute to Construction Services achieving Best Value, including fundamental best value reviews and performance plans.
20. To promote and develop partnering and the principles of "Rethinking Construction"
21. To assist in the monitoring of performance against Key Performance Indicators.
22. To attend in-service training as required by Construction Services Management.
23. To ensure that all risks and opportunities are assessed and managed in accordance with Berneslai Homes Risk Management Strategy
24. Any other duties commensurate with the grade and falling within the scope of the post, as requested by Management.

**Date Job Description Revised:**

**By whom:**

## EMPLOYEE SPECIFICATION

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title : Stock Control Officer	Directorate Berneslai Homes	Grade 4
------------------------------------	-----------------------------	---------

Criteria No	Attributes	Criteria	How Identified	Rank
1.	<b>Relevant Experience</b>	Demonstrate significant experience in working in purchasing and stores environment.	Application Form and References.	Essential
		Demonstrate significant experience of carrying out stock checking.	Application Form, Interview and references.	Essential
		Demonstrate significant experience within the Construction Industry	Application Form and Interview.	Minor
2.	<b>Education and Training Attainments</b>	4 GCSE's or equivalent or appropriate NVQ level.	Application Form/Documentary Evidence.	Essential
		Customer Care Training	Application Form/Interview	Essential
3.	<b>General and Special Knowledge</b>	Working knowledge of a stores IT system.	Application Form/Interview	Essential

4.	<b>Skills and Abilities</b>	<p>The ability to relate to broad range of people including Berneslai Homes employees, all clients and customers and to be able to handle queries politely and efficiently.</p> <p>Ability to work without close supervision</p> <p>Ability to work as part of a team.</p> <p>Ability to use own initiative.</p> <p>Ability to work to strict deadlines and to prioritise workload.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
5.	<b>Additional Factors</b>	<p>Flexible approach to working hours.</p> <p>The post involves working alone for periods of time</p>	<p>Interview</p> <p>Interview</p>	<p>Essential</p> <p>Essential</p>