



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

ESTABLISHMENT OF THE POST OF ASSISTANT SUPPLIES OFFICER

Report of the Chief Fire Officer

Agenda Item No:

Date: 28 March 2008

Purpose of Report:

To seek the approval of Members to the establishment of a new post of Assistant Supplies Officer on salary Grade 2.

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1. BACKGROUND

The 2007/2008 budget contained within it the approval of an additional post of Assistant Supplies Officer. Budget was made available, but no formal approval has ever been sought for this post. Under the procedures for the establishment of new posts, it is therefore necessary to seek the approval of the Human Resources Committee.

2. REPORT

- 2.1 Some years ago the Service had entered into a contract with an external provider for the management, storage, issue, and laundry of Personal Protective Equipment (PPE). As a result of this, a post was deleted from the Stores establishment.
- 2.2 The external arrangement proved unsatisfactory and even after arranging for Service staff to be seconded to the suppliers it became clear that the situation was unlikely to improve. As a result of this the contract was terminated and the function returned in-house.
- 2.3 For a time the staff in the Stores attempted to manage their workloads, even though the previously deleted post was not restored. This became impossible and a number of agency staff were appointed from approximately June 2006.
- 2.4 In the 2007/2008 budget a proposal was made to permanently re-establish a post and this was approved by the Authority at its meeting in February 2007.
- 2.5 It became clear however, that the Integrated Clothing Project (ICP) being negotiated by FireBuy might effectively outsource this function again and so rather than appoint a permanent member of staff the temporary arrangements were allowed to continue.
- 2.6 Recent events with ICP have shown that the best option for Nottinghamshire is to purchase the equipment and administer storage and logistics through the Service's Stores as at present. This means that the requirement for the post remains and an approval is therefore sought to formally add this to the establishment.
- 2.7 A job description and person specification for the post is given as Appendix A to this report.

3. FINANCIAL IMPLICATIONS

The post is graded at Grade 2 which runs from £17,379 to £20,658 per annum, including all overheads. The funds are already included in the budget and therefore there are no additional budgetary implications.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The human resources implications are as set out in the report.

5. EQUALITY IMPACT ASSESSMENT

An equality impact assessment has not been prepared in respect of this report as it does not relate to changes in policy or procedure. Clearly however, the Service's existing equalities policies will be applied to all new appointments.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. RISK MANAGEMENT IMPLICATIONS

There are no specific risk management implications arising from this report.

8. RECOMMENDATIONS

That Members give their approval to the establishment of the post of Assistant Supplies Officer on salary Grade 2 as set out above.

9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Frank Swann
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post: Assistant Supplies Officer

Grade: Scale 2

Post Reference:

Conditions of Service: NJC for Local Government Services
National Scheme of Conditions of Service

Responsible to: Supplies Officer

General Description of Post

The post holder will provide manual (including driving), clerical and administrative support to the Supplies Officer (s) when and where needed to achieve service/performance standards and targets throughout the Brigade HQ stores operation.

Specific Duties

Under the direction of the Supplies Officer (s), to assist with:

1. Maintaining the Stores premises, fixtures, fittings, equipment, vehicle(s) and stock in a safe, clean, clean, tidy and orderly condition.
2. Making up orders and ensuring that the right goods in the right quantity are packed and issued in good condition.
3. Checking that incoming goods are correct in good condition and arrive with appropriate health and safety information.
4. The collection and distribution of mail from stations.
5. Delivering and collecting goods and equipment to and from stations, offices, suppliers etc.
6. Sourcing goods/services and obtaining quotations from suppliers.

7. The raising and processing of requisitions, purchase orders and other related documentation as required/requested by Stations or Departments as per appropriate procurement procedures and protocols.
8. The application of manual/computerised systems, processes and records.
9. The managing, coordinating, and performing of stock take procedures.
10. The measurement, issue and return of uniforms and protective clothing to all personnel.
11. Coordinating the servicing and repair of essential operational equipment such as 3 year service of BA cylinders, epco/tangye equipment etc.
12. Keeping a regular and pro active contact with Nottinghamshire Fire and Rescue Service premises to ensure the speedy and effective resolution to all queries and issues.
13. The condemning/disposal of obsolete/damaged/redundant goods and equipment in accordance with procurement and lifting procedures
14. Dealing with enquiries and other communications from Brigade personnel, suppliers etc...in person and via telephone/email.
15. Operating the printing and other machinery within the Stores which they are competent to operate.
16. The collection and delivery of laundry and contaminated items as per the Decontamination Procedure.
17. The collection and exchange of O2 cylinders.

General Responsibilities

18. You must take reasonable care for your own health and safety and that of other persons who may be affected by your work activities.
19. You must cooperate with Nottinghamshire's Fire and Rescue Service's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

You must work in the safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

You should familiarise yourself with the contents of the Brigade's Written Safety Policy.

20. To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the postholder's duties.
21. To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices.
22. To promote and deliver fair and quality services that are sensitive and responsive to customers.
23. Where appropriate you will work with computer and new technologies and associated systems as required.
24. Compliance with computer security measures to protect against unauthorised access to, alteration or disclosure.
25. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

ASSISTANT SUPPLIES OFFICER

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of working in a stores/purchasing or commercial environment	
	Keyboard skills	Experience of using databases
SKILLS	Numeracy and literacy	
	Capability of operating manual/computerised procurement systems, processes and records	
	Capability to communicate effectively with, and interface between, suppliers and end users	
	Ability to undertake physical loading/unloading of heavy goods and equipment	Have manual handling skills
	Ability to work in team environment with minimum supervision	
	Capability to drive van to Fire Service standard	
	Practical skills to become competent to undertake repairs/cleaning of equipment	
	Flexibility and adaptability to alternate between office and warehouse duties whenever required	
KNOWLEDGE & QUALIFICATIONS	Understanding of the need to undertake duties in a safe manner	Knowledge of safe working practices
	Knowledge of Fairness at Work and Equality of Opportunity policies and practice	Knowledge of related legislation/regulations
OTHER REQUIREMENTS	Current clean driving license	
	Willingness to undertake training	