

Technical Assistant – Logistics

Grade 7

Job purpose

As a Technical Assistant – Logistics you will be responsible for providing an efficient, effective, pro-active and customer focused materials supplies service to colleagues within the Council, handling enquiries, giving information, and resolving queries.

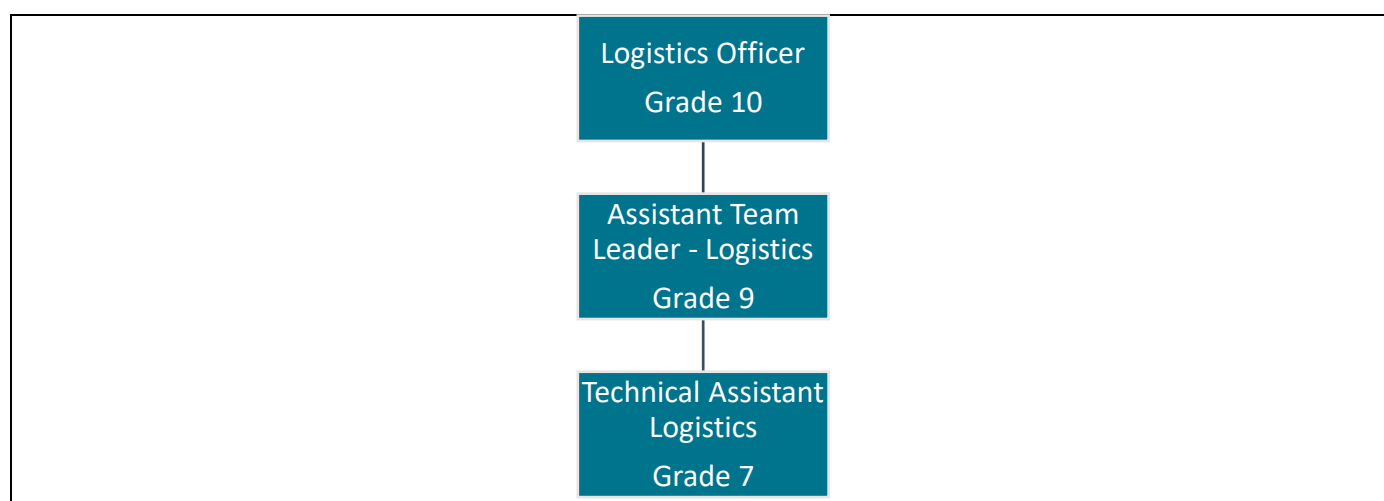
You will provide a materials management service that assists in maximising the productivity of the Council's Repairs and Maintenance workforce.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Provide a materials management support service to Team Leaders and operatives. Help to ensure high levels of satisfaction and productivity through the provision of a fast and accurate service at the stores-counter and to site
- Participate in customer feedback to help ensure materials and services are continuously improved
- Liaise with suppliers to help ensure deliveries are accurately recorded and fulfilment levels are high
- Take responsibility for the safe custody of the stores building and contents, which includes materials, plant, equipment, and vehicles used in the operation of the stores service.
- Accurately issue and record all stores materials
- Participate in stock taking exercises in the stores and of van stocks
- Maintain a fast and accurate replenishment service for van stocks
- Work collaboratively with your Team Leader/General Manager and other Officers to monitor, analyse, and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
- Prepare professional and clearly written communications to colleagues, partners, and customers.
- Participate in team service reviews and service planning as required and ensure any arising individual actions are implemented.
- Be a proactive and supportive team player and actively assist others to adapt and cope with change.
- Contribute when required to the development of policies and processes to ensure that high quality consistent services are delivered.
- Transport materials and equipment to, from and between sites. Assist operatives in lifting, loading/unloading.
- Organise and prioritise own workload, responding to customer demands as they arise alongside planned and routine work.
- Liaise with the Assistant Team Leader (Logistics) and Team Leaders elsewhere to respond to emerging issues and changing priorities

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Knowledge of systems and procedures which will keep the stores service at the leading edge of delivery and efficiency	Desirable
Knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role	Essential
Possess sufficient technical knowledge and experience capable of carrying out PAT testing competently or be willing to work towards gaining this knowledge	Desirable
Possess sufficient technical knowledge and experience capable of carrying out HAV testing of power tools competently or be willing to work towards gaining this knowledge	Desirable
Literacy and numeracy to a standard required to maintain accurate records and written communications	Essential
Hold a Forklift Truck licence or willingness to work towards	Essential
A good level of computer literacy to interrogate various software packages	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a vehicle for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
Ability to complete small repairs and build/dismantle furniture	Essential
Able to work flexibly and be responsive to change to improve performance – sometimes this will involve working outside normal office hours	Essential

Skill and ability to work with partner organisations to achieve common goals	Essential
Ability to work effectively as part of a team coupled with the ability to work independently to achieve results	Essential
Proven experience of working in a fully operational warehouse	Desirable
Ability to prioritise workloads and solve problems	Essential
Experience of working with a stock/inventory system	Essential
Demonstrate a proven track record of delivering targets and goals within operational plans	Essential
Previous experience of data input and maintenance of databases and/or contract management systems	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Building Services	Grading ID	67415
Job ID	80103557	Last Updated	March 2022
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		