

Assistant Team Leader – Logistics – Grade 9

Job purpose

As an Assistant Team Leader, you will provide support to lead and manage a team of Technical Assistants, ensuring the provision of a specialist and technical support function. You will provide a materials management service that assists in maximising the productivity of the Council's Repairs and Maintenance workforce.

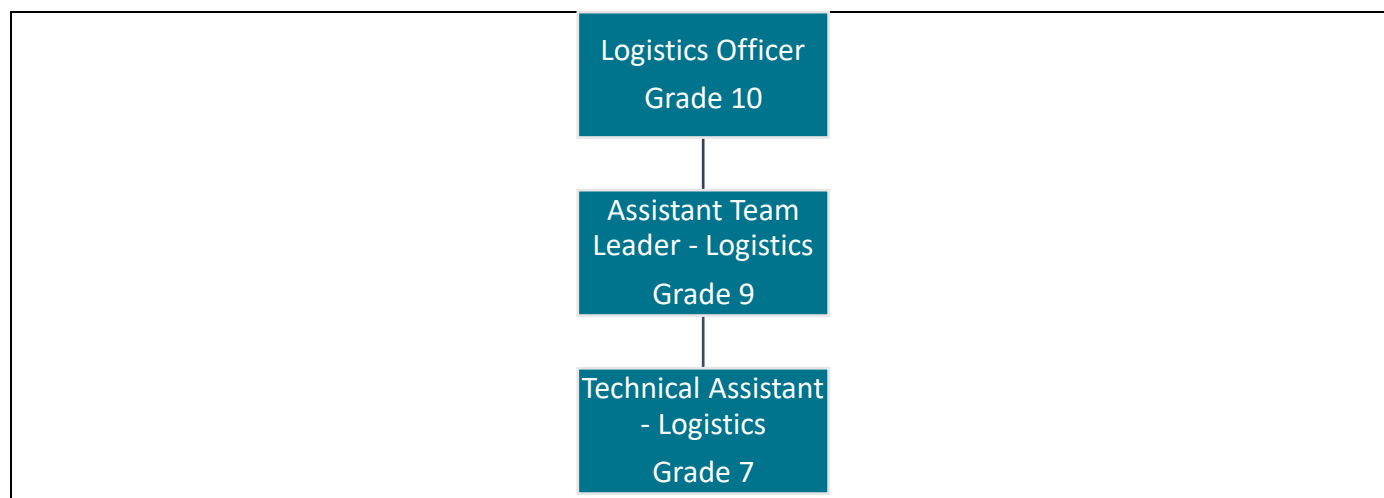
You will deliver effective line management to staff, including providing support and guidance in managing workloads and queries.

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

Key areas of responsibility

- Reporting to the Operational Manager, be responsible for a team of Technical Assistants (Logistics) who will provide a full and comprehensive service for the supply and distribution of a diverse range of materials to the workforce & partners. This will involve the supervision and work allocation of Technical Assistants (Logistics) and any Temporary workers employed in the logistics service. Be a proactive and supportive team player and actively assist others to adapt and cope with change
- Contribute to the management of a customer focused service which ensures high performance and excellent service delivery in operational teams. In conjunction with the Operational Manager, plan, co-ordinate and deploy resources and workload appropriately to meet team and business demands.
- Work collaboratively with the Operational Manager and other Officers to monitor, analyse and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction. Play a lead role in the implementation of new systems and procedures which will keep the stores service at the leading edge.
- Liaise with suppliers both on the telephone and face to face over the accuracy and timeliness of deliveries, quality and price of materials. You will be expected to build and maintain effective working relationships with Operational Team Leaders where you will discuss the type of materials to be held as well as the service delivery they would expect. Be the focal point of contact for clients, suppliers, and internal customers; provide a proactive, professional, courteous, and accurate service provision.
- Develop and maintain relationships across a broad range of internal and external stakeholders including colleagues, partners, and customers.
- Plan the workload of the team and reprioritise as necessary to respond to emerging issues and changing priorities. Advise staff how to respond for non-routine decisions that may fall outside of standard procedure, seeking guidance where appropriate
- Assist the Operational Manager with staff management issues such as absence management and conduct
- Support the Operational Manager and other Officers to ensure the performance, overall quality, cost effectiveness and value for money of your business/service area(s).

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	Essential
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	Essential
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	Essential
Literacy and numeracy to a standard required to maintain accurate records and write high quality papers and 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 car 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
A diverse range of general handy-person skills with the ability to complete small repairs and build/dismantle furniture	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
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 organisation to achieve common goals	Essential
Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results	Essential
Ability to understand the importance of budgetary control and proactively manage budgets	Desirable
Proven experience of working in a busy fully operational warehouse	Essential
Ability to prioritise workloads and solve problems	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 Contact Management Systems	Essential
Experience of leading a team, supporting staff on a day-to-day basis and monitoring of performance.	Desirable
Experience of working with pneumatic tools and safety requirements	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](#).
Able to work unsocial hours

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	67395
Job ID	TBC	Last Updated	April 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		