NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Supplies Assistant**  Responsible To: **Purchasing Manager**  Accountable To: **Finance Director** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| To assist the Purchasing Manager by operating the hospital’s computerised materials management system, keeping neat and accurate records of work and generally taking part in and helping to continually develop appropriate systems within the Purchasing and Supplies Department. Assisting with the unloading of deliveries and the delivery of supplies to all departments.  To deputise for the Purchasing Manager during their absence and ensure the smooth running of the department. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To liaise closely with all Heads of Departments in order to ensure that supplies are ordered accurately and cost-effectively, while taking account of the hospitals purchasing policy. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Purchasing Manager * Departmental Managers * External Suppliers |
| 1. **Duties and Responsibilities of the Post** |
| * To fully understand and use the hospital’s computer system to record all orders, receipt and issue of goods, and ensure that all relevant documentation is in good order. * To receive and check goods and match up delivery notes with appropriate orders to establish that deliveries correspond with items ordered. Manual lifting will be involved. * To receive invoices, verify their accuracy and have them passed for payment by the Purchasing Manager. * To liaise closely with the accounts department and in particular with the bought ledger clerk to ensure that all invoices are dealt with quickly and accurately making sure that prices and quantities charged on invoices are correct. * To deputise for the Purchasing Manager across the whole range of his duties during his absence or leave. * To liaise with all departments within the hospital in a courteous and co-operative manner. * To ensure that adequate stock levels of stationery items are held, and to liaise with the printers for all printed stationery, forms and documentation. * To be aware of the guidelines governing product liability and product standards. * To assist the Purchasing Manager, at the request of Heads of Departments, and in conjunction with the Clinical Governance Manager by investigating both internally and with suppliers where necessary, any products involved in an Accident/Incident Report or complaint of any kind, using the appropriate documentation and reporting any findings to the relevant Heads of Departments. * To maintain a high level of security within the Supplies Department. * To take part in a physical stock take at least on an annual basis and at other times if required. * To assist the Purchasing Manager in keeping the stores in a neat and ordered way and to comply with all reasonable requests he may make to assist him across the full range of his duties. |
| **INDIVIDUAL RESONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * O level/GCSE in English Language and Maths (preferred) | * Stores / administrative experience |
| Knowledge | * Knowledge in the field of purchasing * IT Literacy | * Record keeping and inventory management |
| Experience | * Previously worked in a store environment or equivalent | * Previous experience in hospital store |
| Skills and aptitude | * Good communication skills both orally and in writing. * Well-developed customer service skills * Good interpersonal skills * Ability to organise and prioritise own workload and meet strict deadlines. |  |
| Personal circumstances | * Ability to liaise with people at all levels * Attention to detail * Excellent organisational skills * Ability to work as part of a team * Approachable * Have a flexible and adaptable approach to working patterns |  |