



Role Profile

STOREPERSON TECHNICIAN

Reference No:	A5040		
Service:	Environment & Building Services		
Job Family:	Planning, Property and Assessors	Grade:	FC5

Purpose

Your duties will include general store keeping practices associated with the receipt, storage, and distribution of goods through a warehouse complex and the logistical delivery fife wide of various goods/materials.

The safety testing & installation, of a wide range of community equipment used and supplied by FELS (Fife Equipment Loan Service, in line with MHRA (Medicines and Healthcare products Regulatory Agency) guidelines and LOLER (Lifting Operations and Lifting Equipment Regulations 1998) legislation, to maintain the equipment to the required standards for safe use by clients & employees of the NHS and Council. Provide advice and information to prescribers as required.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertake all duties as required within the receipt, storage, stock control, picking, packing, issue, uplift and delivery functions within the service.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Considerable knowledge of Stores and Distribution Customer Focused Business

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Familiarity with Community Medical Equipment requiring technical knowledge and skills to ensure effective maintenance and repair protocol.		✓
Responsible for maintaining accurate records relating to the stock control and delivery functions within the service.	Knowledge of Handheld IT hardware in a similar environment.		✓
Adhere to and ensure quality standards of service are always met including undertaking visual and physical checks in respect of quantity, damage, suitability, and specification of all commodities.	Ability to work to Quality Control Standards and Awareness of Health and Safety protocols.	✓	
Assist with the collection of waste materials and the disposal of redundant equipment also ensuring to eliminate waste through careful handling of stock items and efficient use of packaging materials.	Educated to Level 5, which includes National 5 or SVQ Level 2 or Standard Grades at Credit Level including Maths and English at Level 3 or above, or equivalent. Forklift truck driving permit	✓ ✓	
To be responsible for delivering and fitting of products to any location ensuring goods are carried and fitted in a safe manner in accordance with the Risk Assessments and to the requirement of Service Users and Clients.	Driving licence LGV Class 2 driving licence Ability to lift and move heavy objects	✓ ✓	✓
The planned testing and assembly of equipment, to manufacturer specifications, MHRA directives and LOLER requirements. Ensuring all standards are met and accurate records maintained.	Maintain Accurate Records IT Skills Technical Knowledge of Fitting, Maintaining, Assembly of Community Equipment	✓ ✓	✓
Be prepared to use own initiative when carrying out work, i.e., modify instructions to accommodate differing circumstances when faced with the situation on site and consult with / inform the prescribing clinician / social service worker.	Communication and Problem-Solving Skills Experience of Joint Working to achieve Common Goals	✓ ✓	
To work flexibly ensure clients/patients' needs are met and any equipment related risks are minimised.	Having a Customer Focused "Can Do" Attitude and understanding the needs of the client and the service.	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Establish and maintain good working relationships with all staff using the service and colleagues.	Experience of multi-disciplinary working and liaison with a range of agencies.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

Version: 1.4

Issue date: October 2023

E = Essential Criteria D = Desirable Criteria