

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Procurement
Post	Stores Courier Officer
Post No	505017
Grade	Grade 5
Location	Fire Service Headquarters, Llantrisant
Responsible to	Purchasing and Supplies Manager
Responsible for	N/A
Responsibility for Physical Resources	N/A
Responsibility for Financial Resources	N/A

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide day to day purchasing, counter service, delivery service and assist in the administration of the stores. Including maintaining stock levels, checking purchases, receipting goods and arranging specialise repairs and issues throughout the organisation.

DUTIES AND RESPONSIBILITIES:

1. To include the day to day purchasing of stock and non-stock items, liaising directly with suppliers, external companies and members of staff in resolving discrepancies or issues with orders.
2. To provide a counter service at stores with responsibility for the recording of stock movements on the computerised systems.
3. To receive and verify deliveries of stock and direct purchasing goods.
4. To update the stock management system by booking in of goods on computer.
5. To maintain the stores stock levels ensuring that minimum levels are not breached.

6. To arrange the issue of goods to station in accordance with the service procedures utilising the fork lift for loading and unloading.
7. To undertake the charging and replenishment of Breathing Apparatus and Oxygen Cylinders on Fire Service sites.
8. To monitor foam stocks and issue to station when required.
9. To assist in regular stock checks and ensure the security of stock.
10. To be familiar with the Authority's purchasing procedures.
11. To collect and deliver mail and equipment internally at the Headquarters site and externally to other premises, in accordance with agreed procedures.
12. To manage the shipping process (preparing, packing and booking) of equipment, documents and urgent deliveries from internal and external sources using suitable courier suppliers.
13. To prepare meeting rooms before and after meetings and conferences, in accordance with agreed procedures.
14. To maintain the Headquarters site in a tidy, secure and safe manner.
15. Collection and correct disposal of waste streams throughout the Fire Services including confidential waste and archive records
16. To undertake minor repair works on Fire & Rescue Service premises such as painting, decorating, plumbing, carpentry and bricklaying including the sourcing and materials and equipment.
17. To mark out the external white lines at all sites utilising burners.
18. To bank monies for the Fire & Rescue Service as required, in accordance with agreed procedures.
19. To carry out driving duties, as and when required, for dignitaries, staff minibuses and collection or delivery outside of the South Wales Fire Service area.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To carry out the duties of the post with minimum supervision except on strategic issues.

- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To ensure awareness and compliance with any directorate, department or team plans that may be implemented from time to time and ensure awareness and compliance with any systems or procedures implemented within the department.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Standards whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.
- To discharge such other duties as may from time to time be required by the Director or Head of Service.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

Note:

There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

The role involves some weekend work/working outside of office hours.

