**Purpose:**

* Deliver best value for the Hospital
* Contribute to and deliver Procurement services in line with the requirements of the Hospital and the principles of best practice within Procurement

**The post holder will:**

* Be responsible for managing stock levels in specified departments throughout the Hospital
* Be responsible for the receiving and booking in of all deliveries into the Hospital

**Role Profile – Materials Management Operative**

**Values**

**Skills and Experience**

* Demonstrable understanding and awareness of procurement within a commercial healthcare market
* Commercial awareness
* Effective and adaptable written and verbal communication style using tact and diplomacy
* IT literate with practical experience of databases and spreadsheets
* Demonstrable experience of providing a focussed customer service
* Educated to GCSE level or equivalent experience
* Experience of a stock management role
* Proven ability to undertake multiple tasks under pressure in a challenging environment
* Possess self-motivation and a positive attitude
* Methodical in approach and pays attention to detail
* Organised
* Flexible and adaptable
* Work well in a pressurised environment
* Uses initiative

**Measurement**

Be familiar with, and work in line with, the hospital’s Values.

Performance will be measured against the specific objectives and targets and “Values-led” behaviours as identified and agreed within the 1-1 Coaching conversations

Comply with data protection and confidentiality in all day to day activities

Maintain up to date procedural and legislative knowledge

Comply with the Hospital’s policy and procedures

Be familiar with, and work in line with, the hospital’s Values.

**Key Result Areas**

* Responsible for the receipt of goods into the Procurement Department, including maintaining all related records on the appropriate electronic system and organising paper copies for proof of delivery where required.
* Responsible for ensuring all materially managed areas are stocked to agreed levels at agreed times.
* Trust internal / external contact for printed stationery. Managing end users demand and liaison with suppliers.
* Develop a sound knowledge of products used on wards and clinical departments.
* Ensuring departmental stock areas are effectively maintained and managed, including reviews with department leads of managed levels against replenishment and usage trends, identifying changes to order levels and economic order quantities; using industry standard techniques.
* Effectively use and maintain the designated stock management system in accordance with the departmental SOP’s and instruction from the Inventory Lead.
* Work closely with the Procurement Inventory Lead to assist with the expansion of the Hospital’s stock management solution and be responsible for on-going Materials Management.



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| **Role Holder’s Signature** |  |
| **Date** |  |