

Job Description

Job Title	Trainee Stores Assistant
Directorate	Housing and Neighbourhoods
Service Area	Support Services
Grade	4
Competency Level	1
Salary	(Career progression scheme based on attainment of relevant qualification milestones) £28,153 - £32,046
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	Not applicable

Job Purpose

To work as part of a team to contribute to the effective delivery of the stores function and assist by undertaking various stores and yard related functions with appropriate support, coaching and mentoring.

To commit to undertaking and attaining relevant stores/supply chain/procurement training for the duration of the trainee programme.



To ensure that the stores depot is kept clean and tidy and that stock supplies are stored safely and securely at all times.

Directly Responsible To:

Stores Manager

Main Areas of Responsibility:

- To learn, understand and undertake a range of stores and yard operative duties with appropriate support
- To commit to participating in ongoing formal and informal training and development opportunities and undertake all studies toward achieving the relevant stores related qualification during the course of the training programme
- To work as part of a team liaising with colleagues and staff/managers across the Environment, Streetcare and Recycling Service in a professional and courteous manner
- To be responsible for assigned equipment, complete appropriate safety checks and report any damage using agreed processes as required
- To adhere to and comply with relevant Council agreed policies, including delivering services in accordance with Health & Safety procedures and risk assessments, taking responsibility for own and others health, safety and wellbeing, identifying and reporting potential hazards or incidents to an appropriate manager or supervisor in an efficient and timely manner
- To be flexible in working hours and patterns to meet the needs of the service
- To participate in all aspects of personal training and development, ensuring any required licenses, qualifications, medical assessments status, professional memberships etc are current and where necessary renewed in goodtime

- To carry out any other duties commensurate with the grade, salary, training, skill set and level of responsibility, that may be assigned from time to time in the interest of the service

Supervision and Management Responsibility:

- There are no supervision or management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time
- Lifting and carrying items using appropriate tools and safe manual handling methods
- To work in an outdoor environment all year round

Corporate Responsibility:

- Contribute to the delivery of the Council Plan

- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 5 GCSEs at grade 9-5 (or equivalent) including English and Maths (A)
- Willingness to undertake relevant training during the course of the trainee programme (A/I)

Experience

Essential

- Knowledge of Health and Safety requirements and/or IOSH Working Safely Certificate (A/I)

Desirable

- Previous knowledge of stores/purchasing/warehouse services
- Knowledge of the principles of good customer care
- Understanding of Manual Handling principles and techniques

Skills/Abilities

Essential

- Ability to work as part of a team (A/I)



- Excellent oral and written communication skills (A/I)
- To have a positive and proactive attitude to tasks and responsibilities (A/I)

Desirable

- Ability to plan and prioritise workload
- Ability to balance training requirements with day to day tasks
- Awareness and understanding of customer focus and ability to put the organisation and customer first
- Ability to use knowledge gained to suggest possible solutions to the problem
- Ability to recognise and report risk in line with procedures and undertake necessary and appropriate action to communicate and mitigate the risk
- Ability to support the continuous improvement activities of the service in a proactive manner
- Ability to work independently when needed, carrying out tasks as instructed

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council