



FLEET STORES OFFICER

BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget in excess of £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support and Corporate Services.

Based at AF&RS Technical Centre in Nova Way, Avonmouth, this post sits within the Fleet Team of Transport & Technical Services, part of the Service Delivery Support Directorate, and reports to the Fleet Administration Manager.

AF&RS can only function effectively if it has the equipment necessary to do its job. Working closely with the Workshops Team, this post supports the Workshop Technicians to ensure the operational readiness of service vehicles. The Fleet Stores officer plays a key role in maintaining the operational readiness of fire service vehicles by ensuring they are properly stocked with necessary parts, ultimately enhancing the operational availability of emergency response vehicles.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.



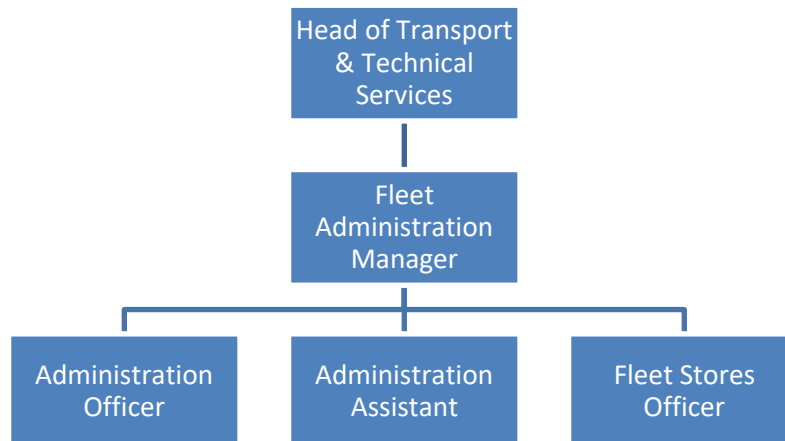
Job Description, Core Values and Person Specification

Job Title	Fleet Stores Officer
Post Number	5811-2
Grade	HAY 10
Duration of Post	Open ended ('permanent')
Hours	37 per week Monday – Thursday: 08:00 – 16:30 Friday: 08:00 – 16:00
Directorate	Service Delivery Support
Unit or Team	Transport & Technical Services
Reports to (give job title)	Fleet Administration Manager
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	6.11.24

Purpose of Job:

Under the supervision of the Fleet Administration Manager, to be responsible for the day-to-day operation of the Fleet Stores ensuring that an efficient and effective service is provided to AF&RS. Responsible for the ordering, receipt, recording, and issuing of vehicle parts in accordance with Fleet and Workshops processes and procedures.

Structure Chart



Responsibilities and Duties:

1.	With support from the Transport Team, build up knowledge of vehicle part supplies relevant to AF&RS.
2.	Using Partslink database, procurement of, and not limited to, stock and non-stock parts for vehicles, ladders, plant, operational equipment, tools, fuels, lubricants and other consumables, liaising with the Workshops Team, Procurement and Finance Departments where appropriate.

3.	Ensure all requests are dealt with efficiently and promptly.
4.	Assist Transport & Technical Services management team with the digitalisation of the Fleet stores process.
5.	Identify options for continuous improvement to automate the Fleet Store's processes.
6.	Maintain the Fleet Stores in an organised and tidy condition, ensuring health and safety requirements are met at all times.
7.	Maintain the Fleet Stores stock levels in accordance with agreed stock holding procedures.
8.	Receive, check and record stock deliveries into the Fleet Stores.
9.	Undertake routine stock reporting for the Transport & Technical Services management team.
10.	Take part in ad-hoc stock taking exercises as determined by the Transport & Technical Services management team.
11.	Report slow moving and potential obsolete stock items to Fleet Administration Manager.
12.	Investigate stock anomalies and report accordingly.
13.	Pick and issue stock to authorised Workshop staff, updating computerised records ensuring items are attributed to the relevant job/vehicle.
14.	Manage and maintain computerised records ensuring accuracy and data integrity.
15.	Offer solutions to any supply chain concerns that may arise and escalate where necessary.
16.	Ensure the purchase ordering system is utilised for ordering and receiving goods complying at all times with AF&RS's standing orders, financial regulations and procurement policy.
17.	Keep within financial limits as detailed by budget holder.
18.	Collection of parts and materials from suppliers as required.
19.	Develop and maintain working relationships with both existing and new suppliers to ensure goods and services are obtained from the most appropriate sources.
20.	Communicate detailed information to suppliers to ensure accuracy of procurement, seeking advice from Vehicle Technicians where needed.
21.	Carry out regular reviews and compare suppliers to ensure goods and services are obtained within suitable timeframes and at competitive prices. Reporting findings and identified areas of improvement to Fleet Administration Manager.
22.	Refer any difficulties or problems relating to either individual orders or suppliers to the Fleet Administration Manager.
23.	Ensure Safety Data sheets supplied with parts & chemicals to stores are in keeping with the Control of Substances Hazardous to Health (COSHH) Regulations. Ensure that new and revised safety data sheets are forwarded to the Fleet management team and to the health and safety department for inclusion in local and central records.
24.	Assist with projects as required by Transport and Technical Services management team.
25.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.

Special Notes or Conditions:

1.	AF&RS requires all staff and leaders to promote equality and diversity by: - ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaw's discrimination. - treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations always determined by our Service values; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at Nova Way Technical Centre, Avonmouth. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.

3.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
4.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
5.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you always act with tact and discretion and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
6.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally conscious way and to actively support AF&RS's environmental strategy, policies and objectives.
7.	You must ensure you maintain an awareness of Health and Safety regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
8.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
9.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **Putting our communities first** – we put the interest of the public, the community and service users first.
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do.
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.

Confirmation that this Job Description accurately reflects the requirements of the job:			
Job Holder's Manager		Date	
Agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:			
Job Holder/s		Date	

See following page for Person Specification

Person Specification				
Job Title	Fleet Stores Officer			
Post Number	5811-2			
Grade	HAY 10			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
Level 2 qualification in numeracy and literacy, or able to demonstrate equivalent level of skill.	E	X		X
Technical knowledge of a variety of mechanical and electrical equipment.	E	X		X
Knowledge and awareness of the hazards and associated control measures when working alone.	E	X		X
Knowledge and/or experience of procurement and placing orders and maintaining stores related records.	E	X	X	X
A good understanding of IT based systems such as mobile applications and web-based systems.	E	X		X
Knowledge of the motor parts industry.	D	X		X
A knowledge of vehicle parts, including boats, hovercraft, plant and consumables, including knowledge of manufacturers and suppliers of the associated parts.	D	X		X
Knowledge of the work of Fire & Rescue Services.	D	X		X
Experience				
Relevant experience in a stores environment.	E	X		X
Experience in a motor-parts stores environment.	D	X		X
Knowledge and/or experience of procurement and placing orders and maintaining stores related records.	E	X	X	X
Experience of problem solving and implementing corrective actions.	E	X		X
Experience of optimising reporting processes, record keeping compliance with regulations.	E	X		X
Experience of Microsoft Office Suite.	E	X	X	X
Skills				
Able to prioritise, work to deadlines and manage time effectively with minimal supervision, with the ability to use own initiative, combined with an efficient, methodical approach.	E	X		X
The ability to think methodically and logically and identify and implement solutions where necessary.	E	X		X
An excellent, in depth and demonstratable understanding of using computer systems and able to digest, collate and record	E	X	X	X

information on relevant software packages.				
Able to communicate effectively and professionally with a wide range of people at all levels, including managers, staff and external suppliers.	E	X		X
Able to drive with a full and current UK driving licence, and willing and able to drive AF&RS vehicles (C1 class).	E	X		
Personal Attributes - these are generic and apply to most posts				
Willingness to accept and work to our core values during the course of employment.	E	X		X
Adaptable with a flexible approach to work to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Display exemplary professionalism and conduct at all times.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X