

ASSISTANT STORES & FACILITIES MANAGER Grade S01, SCP 27 – 33
(£38,256 - £46,135)

We are looking for a proactive and organised Assistant Stores & Facilities Manager to support our team in providing an efficient and safe service to all internal and external customers.

To be successful in this role you must have excellent communication and teamworking abilities as well as excellent organisational skills with attention to detail. You should be able to collaborate with diverse teams to enhance service delivery. Previous experience in facilities management or inventory control would be advantageous.

If you are self-motivated and ready to take on a rewarding challenge, apply now!

For full details of the role, including the job description and selection criteria, and to obtain an application form, please visit the Council's website (www.douglas.gov.im) or contact the HR Section on 696455.

Closing date for completed applications: **Friday, 15th November 2024 at 5.00 pm**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD
Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

JOB DESCRIPTION

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Stores/Service Centre (Service Centre, Ballacottier)
DESIGNATION	Assistant Stores & Facilities Manager
REPORTS TO	Head of Fleet Services & Stores (HFSS)
DURATION	Permanent
GRADE:	SO1 (SCP: 27 – 33)
HOURS OF DUTY:	Monday – Friday (37 hours per week)

MAIN PURPOSE OF THE ROLE

Manage Stores service to ensure the service provided meets the needs of all internal and external customers as efficiently and safely as possible. Assist with the maintenance of the Service Centre building and associated infrastructure. Proactively assist in improving and managing the premises and site amenities in a sustainable and cost-effective manner.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

Stores:

1. Manage and co-ordinate Stores Services Team (SST) ensuring provision of an excellent front-line service to all internal and external customers in person, at the counter, on the phone and in writing.
2. Monitor performance and agree targets for SST. Promote team working by managing, developing and motivating direct reports ensuring continuous improvement through regular team sessions.
3. Assist HFSS manage, monitor and report on all budgets allocated to Stores Service.
4. Constantly review Stores. Engage with all Council services and suppliers and listen to their feedback. Discuss new initiatives to improve efficiency, enhance service experience and troubleshoot any issues.
5. Maintain an excellent Stores service that meets the needs of the repairs and maintenance sections and provides service users with information on new and discontinued items.
6. Responsible for regularly reviewing stock profiles ensuring stock is used within an appropriate timescale. Suggest and action changes/amendments where necessary.
7. Ensure rota for Stores Service staff works efficiently and effectively to cover the needs of all Council services including the provision of cover for all staff in Stores service.
8. Ensure, as Stores are a key user, that day-to-day administration of R2C Fleet Management system is kept up to date and correct i.e., parts ordering, adding parts to jobs, stock levels of parts etc.

9. Operate effective controls on stock issuing and holding.
10. Responsible for managing space and determining storage methods according to manufacturer's guidelines and organisational safety procedures.
11. Secure best discounts, for materials and stock available, by contacting all suppliers regularly.
12. Ensure Stores operate with a minimum stock value without affecting availability. Analyse stock levels, aging stock and lost sales, minimising obsolete stock and reducing Council spend.
13. Assist HFSS staff development and training needs.
14. Carry out perpetual stock checks as required by Finance.

Facilities:

15. Ensure security access systems throughout the Service Centre are operational.
16. Work with Assistant Properties Manager (Assets) to ensure the Service Centre building and premises is maintained to a good condition. Make suggestions for repair, improvements and cost efficiencies. Assist with development and management of a realistic and achievable program of preventative maintenance.
17. Ensure Service Centre complies with COSHH regulations and all risk assessments, policies and procedures relative to the premises are up to date.
18. Assist HFSS with all budget requirements for the depot Facilities.
19. Maintain accurate and up to date records of scheduled maintenance at the Service Centre site for the purpose of audits of health and safety. Ensure all equipment and certification is up to date and corrective action is taken where and/when necessary (e.g., lift, electrical certification, oil storage facilities etc.).
20. Act as Fire Safety Officer and co-ordinate weekly fire alarm testing, full fire evaluation tests, every six months. Ensure statutory records are kept up to date.
21. Ensure availability of adequate fire-fighting equipment. Ensure regular checks are undertaken and up to date records are maintained.
22. Ensure up to date fire plans and appropriate signage are displayed.
23. Ensure designated Fire Wardens and Marshalls are clearly identified around the premises. Carry out quarterly meetings with Fire Wardens and Marshalls ensuring any issues identified and brought to the attention of the Assistant Property Manager (Assets).
24. . This responsibility lies with the individual. Ensure all medical boxes are full and in date.
25. Assist with preparation of Training Room for meetings and courses.
26. Organise, maintain and record inductions for all site visitors including site specific health and safety information detailing. requirements and responsibilities, before entering or working at depot.
27. Be the depots first point of contact for staff and liaise with and supervise all on site contractors e.g., cleaners, lift and air conditioning engineers.

28. Inspect depot regularly, inside and out, ensuring it is kept tidy, clean and safe for all staff and public. Any generated work should be directed to appropriate person/service.

Service Delivery:

29. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.

30. Compliance with the provisions of the Isle of Man Data Protection Act 2018, the Freedom of Information Act 2015, Council Constitution, policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation. Ensure compliance with Health & Safety and Risk Assessment requirements and Council policies and procedures.

31. Assist HFSS and Assistant Chief Officer (Environment) (ACOE) with personnel matters of Stores staff as required.

32. Responsible for health and safety of the staff of the Service Centre and for the safety of the public and other staff who encounter any aspect of duties being undertaken at Service Centre.

33. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.

34. Such other duties within a similar level of responsibility as may from time to time be required by HFSS/ACOE.

SELECTION CRITERIA

Essential

1. Educated to A level standard or equivalent
2. Five GCSE's to include Mathematics and English
3. Management experience including management of a team with the ability to delegate
4. Excellent verbal and written skills
5. Ability to prioritise and resolve issues in a challenging environment in a timely manner
6. Experience of budgeting and purchase order systems
7. Experience of building trades, materials and equipment used in various trades
8. Good understanding of fire and security alarm systems
9. Good communication and organisational skills, ability to influence, prioritise workloads and meet deadlines
10. Self motivated, innovative and capable of working under pressure
11. ICT literate including Word PowerPoint and Outlook

Desirable

1. HND/Foundation Degree qualification in a relevant subject e.g., facilities management, business studies or management
 2. Experience of quality control of materials and stock control
 3. Valid Forklift Truck license
 4. Experience of local government
 5. An understanding of the operations and functions of a local authority
 6. Knowledge of the Council's Standing Orders, Financial Regulations and Isle of Man Government Procedures for Capital Projects (including requirements for Petitioning purposes)
 7. Political sensitivity
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