**Manchester Local Care Organisation**

**Role Profile**

**Storekeeper, Grade 4**

**Manchester Equipment and Adaptations Partnership, Adults’ Directorate   
Reports to: Senior Storekeeper**

**Job Family: Facilities**

**Manchester Local Care Organisation**

Manchester Local Care Organisation (MLCO) has been established by the partners (Manchester City Council, Manchester University NHS Foundation Trust, Greater Manchester Mental Health Service NHS Trust and Manchester Primary Care Partnership) to integrate, plan and manage community health and social care across the City.  By working better together, we are bringing community health and social care services together in our 12 neighbourhoods to form integrated Neighbourhoods Teams (INTs). Our INTs will drive our collaborative approach, developing partnerships and building on existing community assets to facilitate improved delivery specific to each neighbourhood. We will be able to provide improved care closer to home and to support the people of Manchester to live healthier, more independent and fulfilling lives and be part of a thriving and supportive community. Your role is deployed into MLCO by your employer: Manchester City Council.

**Key Role Descriptors:**

This role holder will be part of a team that provide a high quality warehousing facility to Manchester Equipment and Adaptations Partnership (MEAP).

The role holder will be involved in all aspects of the Community Equipment Warehouse, including storage, decontamination, recycling and deliveries.

**Key Role Accountabilities:**

Utilize ICT systems to record assets within the warehouse.

Effectively decontaminate and recycle returned equipment.

Provide front line support to the transport contractor, including the loading and unloading of transport vehicles.

Maintain a tidy warehouse ensuring that items are stored and labeled as per the manufacturers instructions.

Ensure that Health & Safety legislation is complied with and a safe working environment is promoted.

Utilize ICT systems to ensure all items of stock are readily available, using framework suppliers to replenish this stock where appropriate.

Provide a high quality customer focused service that responds positively and effectively to all customers and ensure deadlines and targets set for the service are met

Personal commitment to continuous self development and service improvement. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

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**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**General Skills**

**Communication Skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising. Ability to communicate clearly, concisely, accurately and in ways that promote understanding. Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes. Ability to advise others inside own area of work, influencing and negotiating when required.

**Planning and Organising:** Demonstrates the ability or organise multiple tasks in the most effective way and allocate time and energy according to task complexity and priority.

**Problem Solving and Decision Making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken.

**Creative Skills:** Ability to think creatively and provide innovative solutions to problems.

**Technical Requirements (Role Specific)**

* Forklift Licence required or must be obtained within 6 months of start date for the successful candidate.  Refresher course to be completed when required.  Training will be provided/funded by MCC