

JOB SPECIFICATION

DEPARTMENT: Royal Gibraltar Police
DIVISION: Headquarters
POST: Assistant Stores Officer
RESPONSIBLE TO: Sgt / Insp Corporate Services

JOB PROFILE:

The main duties and functions of the post are:

- To be computer literate.
- To carry out stores driving duties as and when required.
- Assist the Stores Officer and accept goods when ordered by the Stores Officer.
- To assist the Stores Officer in receiving the goods ordered and placing them in storage accordingly.
- To assist the Stores Officer carrying out stock checks as and when required and advise when stock levels need replenishing.
- Assist the Stores Officer in issuing Uniform/Equipment or Cleaning materials as and when required.
- To ensure that stores accounting procedures are followed in line with audit requirements.
- To ensure that the stores provide a good quality of service and value for money to all the officers of the Royal Gibraltar Police.
- To destroy and dispose of old items of clothing and any waste items generated in stores.
- To carry out such other duties which are consistent with the nature of the post or which may be directed by the Professionalism Division.
- To assist the Exhibits Officer to ensure that all Found Property are handled in accordance with RGP's Procedures/Policies.
- To assist with the collection of Found Property items handed in at NMH and CPS.

- To assist in returning Found Property items to their respective owners as and when required.
- To assist the Exhibits officer to ensure to safeguard all found property in accordance with RGP's Procedures/Policies.
- To assist with the disposal of Exhibits and Found Property as and when authorised by the Exhibits Officer.
- To assist the Exhibits officer with the handling of large amount of Drugs/Tobacco.
- To assist the Exhibits Officer with the movement and transportation of large amounts of Drugs/Tobacco when authorised for destruction.
- To assist in maintaining the RGP Stores in a good working environment.
- To Ensure that there is a satisfactory service to all the members of the Royal Gibraltar Police and the Public in general.
- To manage and issue mobile phones and keep an accurate mobile phone database when required.
- To issue and ensure good maintenance of lockers whilst maintaining an accurate record as well as hold key copies to the lockers.
- To manage all defects within all RGP buildings.
- To liaise with other Government Departments and Private Companies to report defects ensuring that the jobs are completed.

PERSON SPECIFICATION – STORES ASSISTANT (RGP)

	ESSENTIAL	DESIRABLE
<u>Qualification</u>	Three GCSE's (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in English Language and Mathematics or an equivalent or higher qualification.	
<u>Experience</u>	Must be conversant with Word, Excel and basic Access programs.	Administrative Experience
<u>Knowledge</u>		<p>Knowledge of Inventory Control Procedures</p> <p>Knowledge of first aid and health and safety procedures.</p>
<u>Personal Effectiveness</u>	<p>Ability to take on responsibility and is self-motivated.</p> <p>Ability to work in a controlled methodical manner.</p> <p>Ability to meet tasks within set time constraints.</p> <p>Recognises the importance of attention to detail, and auditing procedures.</p> <p>Work on your own at times and be self-sufficient, flexible and resourceful in finding solutions.</p>	Smart and neat in appearance.
<u>Key Skills and Behaviours</u>	<p>Communicates clearly and effectively with Police Staff/Officers and suppliers.</p> <p>Can maintain and upkeep records in a thorough and accurate manner, and operate and enter information into a software program.</p>	<p>Is fluent in both written and oral Spanish</p> <p>Possess the ability to make sound decisions and have sound judgement.</p>

	<p>Solves problems without the need to constantly seek help or advice.</p> <p>Possesses the ability to organise and prioritise workload, and can see a task through to conclusion.</p> <p>Makes effective and efficient use of resources.</p> <p>Able to work well in a team environment, on own initiative and on occasions without close supervision.</p> <p>Able to be discreet, professional and have a respectful manner at all times.</p> <p>Able to follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Able to work maintain a high level of confidentiality.</p>	
<p><u>Other Requirements</u></p>	<p>Class B Driving Licence</p> <p>This is a physically demanding role that demands regular manual handling.</p> <p>This role involves standing, walking, bending and other physical activity for extended periods. A good level of physical fitness is essential.</p> <p>Previous experience in a similar physically active role is an advantage.</p> <p>Adaptability.</p> <p>May be required to work outside normal working hours as and when directed by exigencies of the post.</p>	<p>Class A Driving Licence</p>