

JOB SPECIFICATION

DEPARTMENT: Royal Gibraltar Police

DIVISION: Headquarters

POST: Stores Officer

RESPONSIBLE TO: Sgt / Insp Corporate Services

JOB PROFILE:

To handle all aspects of RGP Stores.

The main duties and functions of the post are:

- Responsible for the efficient running of a predefined stores area encompassing a wide spectrum of stores work.
- To ensure the efficient running of the stores in order to meet the needs of the force, providing security and availability of items when required.
- Handling and issuing of a range of items (including but not restricted to – clothing, cleaning materials, and equipment) to meet the requirements of the Force.
- Organisation, control, first line inspection and storing away of items received and/or dispatched in accordance with defined standards and specifications.
- To carry out periodic stocktaking and advise on stock levels, shortages and requirements as it may affect stores in general and carry out physical checking and issuing of items.
- Ensure that stores are kept clean and tidy.
- Maintain and assist in keeping in operational order the Force's equipment.
- To ensure that accounting procedures are followed in line with Audit Requirements.
- To undertake all administrative requirements of the post.
- Provide support to service improvement and change.
- Generally, assist with any matter in their domain particularly during the absence on leave or sickness of the Exhibits Officer.
- To compile specifications for clothing contracts and examine sample garments for quality and compliance with set specifications.
- To liaise with all suppliers and manufacturers to evaluate suitability of new or existing equipment.

- To monitor and investigate complaints regarding quality and design of clothing and report thereon to the Sgt / Insp Corporate Services.
- To cost the repair of clothing damaged during the course of duty and supply estimates and witness statements as to the value of the said equipment for court purposes.
- To take responsibility for assuring the quality of goods received against set specifications.
- To accept or reject consignments based on the criteria of the quality of the supply.
- To research new materials and designs for Police requirements and conduct user trials where appropriate.
- To ensure that special measured items are correctly specified to manufacturers.
- To ensure the efficient running of the supplies in order to meet the needs of the force in terms of the purchase received, storage, issue and maintenance of clothing, equipment and any other goods required.
- To retrieve all RGP issued items of uniform and/or equipment from officers leaving the Force.
- To manage all defects within all RGP buildings when required.
- To manage and issue mobile phones and keep an accurate mobile phone database.
- To ensure that appropriate standards (such as British and European Standards) are met by all equipment purchased.
- To assess and compile annual estimates for stores expenditure.
- To ensure that all exhibits/miscellaneous property are handled in accordance with RGP's Procedures/Policies.
- To ensure and safeguard all found property in accordance with RGP's Procedures/Policies.
- To issue and ensure good maintenance of lockers whilst maintaining an accurate record as well as hold key copies to the lockers.
- To carry out such other duties which are consistent with the nature of the post or which may be directed by the Sgt / Insp Corporate Services.

DEALING WITH PEOPLE

- Ensure that there is a satisfactory service to all the members of the Royal Gibraltar Police and members of the public, both face to face and over the telephone.

The job description is designed to assist post holders with understanding what is required of them in their role. The RGP may ask them to undertake other duties, as required, but which are commensurate with the grade of the post. The job description itself may be amended from time to time within the scope and general level of responsibility attached to the post.

SPECIFICATION – STORES OFFICER (SUPPORT GRADE BAND 2)

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	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.	Class B Driving License
Experience:	Previous experience in a similar role. Administrative Experience – must be conversant with Word, Excel and basic Access programs.	
Knowledge:		Knowledge of Inventory Control Procedures Knowledge of first aid and health and safety procedures.
Personal Effectiveness:	<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>Identifies and responds positively to the needs of others and is able to build a rapport with them.</p>	Smart and neat in appearance.
Key Skills and Behaviours:	<p>Communicates clearly and effectively with customers.</p> <p>Can maintain and upkeep records in a thorough and accurate manner, and operate and enter information into a software program.</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>	Is fluent in both written and oral Spanish.

Other Requirements:	<p>May be required to work outside normal working hours as and when directed by exigencies of the post.</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 fitness is essential.</p>	
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