

Titon Role Profile

Job title:	Stores Leading Hand
Reports to	Stores Supervisor
Team Name & Number:	Stores – 4 in team
Management responsibility for:	Support and deputise Stores Supervisor when/if needed
<p>Role purpose and primary objective:</p> <p>Support the Supervisor (and deputise in their absence) with an effective day-to-day operation of the stores department. The Leading Hand must be able to support the supervisor with the management to the team, coordinate their workloads, support, monitor any issues, and ensure quality standards are met in order to fulfil the department requirements. Develop the team by focusing on individual performance and support requirements to achieve high standards, whilst fostering a culture of working safely.</p>	
<p>Core accountabilities:</p> <p>General and Task Management</p> <ul style="list-style-type: none"> • Assist in running an efficient stores operation which is able to fulfil operational and department demand • Manage the daily work plan and inform supervisor of anything which may impact/change resource requirements • Ensure stocks are accurate • Ensure stock movements are recorded accurately • Support organising and participate in stock takes • Identify any systems improvements and make recommendations for change • Where possible, resolve any issues or problems which occur in the stores departments • Assist in planning future capacity requirements • Book in goods into stock • Managing the start-up procedures – pre-start checks • Ensure a clean and tidy working environment to aid operational efficiency • Ensure sufficient adequately trained and competent workforce are available to carry out the task set • To work as part of a team undertaking necessary duties as and when required in order to achieve team targets • Work flexibly within the above guidelines and carry out any other duties as may be required by the supervisor 	
<p>People Management</p> <ul style="list-style-type: none"> • Support the Supervisor with time and attendance for operatives 	

- Communicate with staff on a regular basis to make them aware of priorities and operational requirements
- Assist in employee training, development and engagement
- Have clear communications skills with the ability to adapt your approach to each member

Self-Management

- Comply and promote with the health, safety and environmental culture
- Proactively contributes to the team and actively committed to teams development
- Shows moral courage, openness and honesty in all dealings

Describe the most complex/challenging aspects of the role

To meet all department needs for there day to day tasks, balance the staff against demand and get the best from the team.

Knowledge, skills and experience required (Essentials and Desirables)

- Current valid Reach & Counterbalance Forklift Truck licence. (D)
- Knowledge of the Ax system (D)
- Experience of working in a stores/warehouse. (E)
- Ability to work under pressure. (E)
- Strong organisation skills. (E)
- Strong attention to detail and proven skills around accuracy. (E)
- Strong people skills. (E)
- Good communication skills both written and spoken (E)