

# Post Specification

## Post Specification - Key Information

- **Post Title:** Warehouse Technician
- **Date:** April 2025
- **Post Group Number:** 8415
- **Job Family:** Operations
- **Job Family Role Profile:** OP5
- **Final Grade:** 7

To be read in conjunction with the job family role profile.

## Service Area Description

Adult Social Care vision is "People living in a place they call home with the people and things that they love, in communities where they look out for one another, doing the things that matter to them."

The service has a key role in influencing and shaping service models in Westmorland and Furness, and ensures that in all instances people are supported to achieve their most independent outcome in keeping with the Promoting Independence and Wellbeing Programme and becoming a community powered council.

## Purpose of this Post

The role of the Warehouse Technician is to assist in the efficient and effective planning and organising of a range of activities related to quality equipment provision by using effective warehousing and stock management systems and processes and practices.

## Key Job Specific Accountabilities

1. To be responsible on a day-to-day basis for the receipt, storage and issue of equipment in accordance with policies and procedures.
2. Respond to general queries in respect of standard and non-standard stock/equipment.
3. Support the co-ordination and completion of warehouse activities to manage stock availability and to ensure that all issues and returns are controlled and agreed stock levels are maintained.
4. Undertake the testing and servicing of equipment in stores to ensure it continues to work effectively and statutory requirements are met.
5. Maintain and contribute to relevant records using appropriate electronic and paper-based systems to ensure records are complete and accurate.
6. Support the Supervisor to ensure compliance with all relevant Health and Safety procedures e.g. Incident Reporting, Infection Prevention, Manual Handling, Road Traffic Act, PPE, to ensure the safety of self, colleagues and customers.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Responsible for equipment and the maintenance, security and housekeeping of the buildings, contents and associated depot areas and assets

### Essential Criteria

- NVQ Level 2 or equivalent experience or knowledge in a relevant work area.
- Knowledge of Health and Safety and related procedures and policies and how they apply to warehousing and storage.
- Experience of organising and planning work to ensure work is completed efficiently and effectively and in line with the needs of customers.
- A full driving licence with at least 1 years driving experience.
- Physically fit with the ability to lift heavy items in accordance with Health and Safety procedures.
- Commitment to ongoing personal development through the attendance of regular specialist and non-specialist training e.g. PAT Testing, equipment familiarisation etc.
- Understanding of how to deal with customers to deliver quality, high levels of customer care.
- ICT competent with the ability to use standard and bespoke software.

### Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
  - DBS Enhanced - no barred list

### Job Working Circumstances

- **Emotional Demands:** Involves occasionally dealing with individuals who are distressed
- **Physical Demands:** Requirement to travel across the Westmorland and Furness area, ability to safely lift large items of equipment. Significant physical effort, and undertaking assembling and disassembling of equipment activities which will involve kneeling, crouching, working in restricted spaces. Prolonged sitting for driving activities
- **Working Conditions:** Normal working conditions in a range of locations including warehouse, customer domestic premises and care homes. Extensive travelling across Westmorland and Furness

### Other Factors:

- Drive council vehicles throughout Westmorland and Furness.
- To use digital and computerised care and support systems as required.