

JOB DESCRIPTION



Job Title	Stores Team Leader
Location	Hydro House, Claymore Avenue, Bridge of Don, AB23 8GW
Functional/Discipline Area	Stores
Line Manager	Operations Manager
Reports	Materials Controllers

Objectives / Scope
To manage the team/staff member to ensure that the correct resource is in place at the correct skill level to align with business objectives and the role(s) of the individual or department.

Main Responsibilities
<p>Ensure the efficient delivery of the Stores function:</p> <ul style="list-style-type: none"> • Liaise with supply chain and third parties to ensure a high standard of packaging for specific jobs. • Establish, manage, and maintain the warehousing / materials control operation. • Maintain systems and update departmental procedures and work processes if necessary. • Attend meetings and raise individual or departmental concerns and suggestions. • Ensure the team have clear objectives including toolbox talks. • Management of Freight Forwarding and import / export and customs control activities. <p>Ensure that the team operates within agreed QHSE criteria and in an appropriate manner:</p> <ul style="list-style-type: none"> • Responsible for ensuring all necessary risk assessment and COSHH assessments are creation available and reviewed for suitability. • Be the departmental representative for all Health and safety, environmental concerns. • Reporting takes place for all accidents, incidents, near misses or unsafe situations via immediate line manager or member of the senior management team. • Ensure all personnel work to the required procedures and processes to meet the company target of zero Lost Time Incidents (LTI's.) This includes all on-site visitors, clients, staff, etc. • Ensure that agreed training and operating plans are in place and adhered to within the department. <p>Line management of the team/staff member to ensure that we have the correct personnel and the correct skill level for business purposes:</p> <ul style="list-style-type: none"> • Plan, allocate and monitor work schedules to ensure alignment to department plans, including any overtime/shift working or changes to work patterns. • Ensure work to lists are provided and first off job checks are carried out to all team members. • Support the management team in building a strong working culture with particular focus on quality, cost, and on-time delivery. • Assess team competency levels and ensure training and development plans are in place via the ILU matrix. • Appraise employees in line with the company performance review policy. • Delegate tasks regularly to encourage and motivate team members for personal development. • Ensure holiday planning is scheduled and managed in the best interests of the business. • Monitor Staff utilisation and efficiencies within the department. • Ensure adherence to the behaviour management policy.

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- Check emails daily and respond in a timely manner.
- Keep priority planning boards updated daily.

Ensure all activities are conducted in full compliance with the business and customer's requirements:

- Competent staff are in place to undertake the tasks allocated in their job descriptions.
- All documentation is completed in a timely manner and to the agreed form.
- Ensure a pre-production and build strategy check is in place for all job orders.
- Work closely with the maintenance team to timely resolve any issues or improve equipment.
- Escalate issues effecting ability to undertake roles in a timely manner and contact appropriate resource for support as required.
- Review and management of lineside stock levels in areas under departmental control.
- Ensure all equipment is calibrated, in good safe working order and of correct capability to perform its function.

Represent the team and lead, when necessary, in internal meetings:

- Carry out regular team meetings, job kick offs with all team members.
- Attend the morning brief and perform an active role within internal meetings, providing update on progress, plan versus actual, potential late delivery and any specialist input that may be required.
- Provide accurate information on the performance of the department in order to maintain Key Performance Indicators (KPI's). Support the management team to create an improving trend.
- Communicate information upward and downwards as soon as possible.
- Highlight any problems / issues to all other departments which may affect business to progress.

Establish and develop continual improvement culture within the department.

- Support 5S workplace organisation implementation and maintain within agreed standards.
- Maintain high levels of housekeeping to ensure the working environment is always customer ready.
- Support team members in building a positive approach to work and encourage team member participation in anticipatory proactive problem solving.
- Record and monitor utilisation and productivity performance within the team.
- Any other appropriate tasks that may be required to support the wider business.

Skills
<p>Essential:</p> <ul style="list-style-type: none">• Experience in a similar role leading a team and driving performance.• Background in Stores.• Good communication skills and effective team player.• Computer literate and proficient with Microsoft office.• Excellent organization skills with an ability to develop creative solutions to problems.• Ability to lead, motivate and develop a diverse team of staff.• Ability to work under pressure and on own initiative. <p>Desirable:</p> <ul style="list-style-type: none">• Logistics experience in a fast-paced environment.• Forklift licence.• Good understanding of import and export documentation.