

Job Title:	Stores Officer
Department:	Engineering & Manufacturing

ROLE TITLE: Stores Officer
Reports to: Stores Manager

Direct reports including contractors: None

Budget: None

Key relationships: Logistics, Manufacturing, Finance, Procurement & QHS&E

ROLE PURPOSE:

- To be the person responsible for procuring, storing, moving and issuing materials, small tools and consumables around the NCC HQ.
- Issue lifting and handling equipment across all NCC sites.
- Responsible for on-time delivery of material to suit project demands.

MAIN ACTIVITIES: This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

- **GOODS-IN:** Unload and receipt goods as they arrive at NCC HQ. Coordinate fork lift truck movements where needed, and stow goods away according the relevant processes. Work with the levels of traceability and control required to maintain ISO 9001 certification, and comply with all health and safety requirements. Support the goods receiving process in line with agreed Procurement and Finance process.
- **STOCK CONTROL:** Record all stock consumed at NCC-HQ and replenish in line with minimum stock quantities and consumable forecasts provided by the Stores Manager. This will require the use of separate systems that interface with the NCC satellite site systems such as WinMan. Due to the extensive lead-times for some materials and consumables, project success may depend on proactive forecasting, so the Stores Officer is required to communicate long lead-times to the Stores Manager and relevant Project Managers.
- **DISPATCH:** Pack and load goods that are leaving the NCC. Take responsibility for following the correct process, completing the relevant paperwork and for loading with a fork lift if required. Work with the levels of traceability and control required to maintain ISO 9001 certification, and comply with all health and safety requirements.
- **LOGISTICS:** Support the Logistics Manager with courier services, this may be the provision of resource to drive the van as cover for dedicated logistics staff, or the dispatch of NCC-HQ items in support of a logistics activity.
- **LIFTING & HANDLING:** Issue and record the use of all lifting and handling equipment used at the NCC, this includes lifting devices such as eyes, slings and chains, the cranes, fork lift trucks, pallet trucks and MEWPs.
- **5S:** Carry out weekly 5S activities to ensure that the NCC-HQ is kept clean, tidy and presentable. The responsibility for removing waste, tooling, equipment and materials lies

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with the project teams, however stores team is accountable for policing the 5S policy and is therefore required to regularly move miss-placed items to a quarantine area and inform the owners. Ultimately the Stores Manager will follow the asset disposal process and remove unclaimed items from the quarantine area and away from NCC-HQ. It is expected that the stores officer will report and rectify any 5S issues seen around the NCC.

- ZONE OWNERSHIP: Act as primary zone owner for stores.

KEY BEHAVIOURS:

- Openly share information to facilitate the accomplishment of broader objectives.
- Support others in the stores team, and in doing so help to develop others such as the Stores Assistant.
- Review and report on safe working practices; highlight potential risks and hazards and work with others to improve safe working practices.
- Recognise and highlight the need for risk/COSHH assessments. Assist with their creation and follow-up on actions.
- Contribute to root cause analysis and non-conformance investigations/reports. Suggest future improvement to minimise risk of repeat issues.

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PERSON SPECIFICATION

Essential	Desirable
<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> ■ Considerable engineering experience with stores and logistics ■ Qualified fork lift and crane operator 	<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> ■ Preferable experience working in an aerospace manufacturing environment ■ Full UK drivers licence
<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> ■ Competently address problems involving some uncertainty, and non-routine technical and non-technical factors ■ Presents a professional image in all circumstances including relations with internal and external customers, visitors and other stakeholders ■ Able to earn the trust and confidence of colleagues through the competent and timely completion of tasks ■ Able to express both routine and some complex technical information effectively, including giving some technical direction to Apprentices, Trainees and Associate Technicians, using appropriate media best suited to the audience and context ■ Actively manages customer expectations, communicates openly and honestly 	<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> ■ Friendly, customer-focused attitude