

Job Title:	Deputy Stores Manager
Department:	Engineering & Manufacturing

ROLE TITLE: Deputy Stores Manager
Reports to: Stores Manager

Direct reports including contractors: None
Budget: None

Key relationships: Stores, Engineering & Manufacturing, Finance, Procurement & QHS&E, IT, Training team.

ROLE PURPOSE:

- To supervise members of the team and provide training/support when required across multiple NCC locations dependent on demand.
- To evaluate the Stores systems of working and develop opportunities for improvements for:
 - Enhanced operational efficiency
 - Continued ISO9001, 14001 & 45001 compliance
 - External standard compliance for High Constraint Output Processes (e.g. AS9100)
- Responsible for ensuring all staff maintain systems and work to processes and procedures to keep department structured in providing business partnership and continuity
- Develop and maintain digital warehouse processes and training matrix for the Stores Function
- Responsible for ensuring staff carry out duties to a high level and meet agreed service times (KPI)
- Zone ownership of Warehouse locations across multiple NCC site
- DGSA liaison to UOB consulting
- To act as deputy to Stores Manager

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.

- Delegated First Line Supervision: Provide first line supervision of the team when delegated by the Stores Manager; ensuring all staff are allocated tasks for day-to-day business needs. To implement continuous improvement with team tasks and generate metrics to monitor staff and team performance with regards to effectiveness and efficiency. Enable data driven performance evaluation with Stores Manager.

General Day to Day Departmental Activities

- GOODS-IN: Unload and receipt goods as they arrive at NCC HQ. Coordinate forklift 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.

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- **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. Due to the extensive lead-times for some materials and consumables, project success may depend on proactive forecasting, so the Senior Stores Officer is required to communicate long lead-times to the Stores Manager and relevant Project Managers.
- **DISPATCH:** Manage the dispatch process, completing the relevant paperwork and for loading with a forklift 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:** Organise day to day transport requests between sites to ensure all delivery requirements are met and fall within Store's completion times
- **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 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. PLAN DO CHECK ACT.

Skills

- Dangerous goods shipping qualification
- Managing transport/logistics/maintenance/scheduling including understanding of heavy goods shipping and associated requirements
- Detailed knowledge of aerospace tier 1 customer business/process/expectations around Warehouse management and logistics
- Auditing quality processes and data interrogation/investigation's

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- Working through technical instructions
- Detailed understanding of ISO 9001 best practices for material handling/storage
- Works better in an environment that has defined goals/boundaries with a large degree of autonomy.
- Maintaining the day to day running of an off-site facility (Duties as per HQ stores: consumables/ stock checking/goods receipt/order picking/loading and shipping of internal transport)

PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ Considerable engineering experience with stores, logistics and warehouse management. ■ Qualified forklift and crane operator ■ Supervisory/Managerial experience 	<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ Preferable experience working in an aerospace manufacturing environment ■ Full UK drivers licence ■ DGSA qualification
<u>Behavioural Competencies</u> <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 	<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Friendly, customer-focused attitude

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