

Leeds City Council

Job Description

Job Title:	Tele Care Stock Control Assistant	Salary	£15,598 to £16,998
Service Area:	Tele Care – Assistive Technology Services	Grade	B1
Directorate:	Adult Social Care	Date:	Jan 2014
Responsible To	Operational manager and Tele Care Team Manager		
Responsible For	N/A		

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Our Vision

Our vision is “Better Lives for People in Leeds”.

Our goals

“Better Lives” is about a range of positive changes we are working towards in Adult Social Care over the next few years to improve the lives of people who use care and support and wider services in Leeds.

This can be divided into three main strands:-

Better Lives through enterprise – stimulating the social care market and increasing social capital to increase the range of choices for people

Better lives through Housing, Care and Support – working to ensure that people can stay living in their own homes as long as possible

Better Lives through integration – Adult Social Care and Health services working more closely together to support people

Job Purpose: The main purpose of the job is to control the Leeds Telecare Service’s stock of equipment. The post holder will also be required on occasions to undertake a range of administrative tasks associated with the running of the Leeds Telecare Service.

RESPONSIBILITIES

- Receive deliveries
- Reconcile delivery notes with purchase orders
- Record serial numbers where applicable
- Input stock details into the database.
- Label equipment
- Organising equipment on shelves
- Undertake monthly stock take
- Occasionally ordering of equipment as requested by the Operational Manager.
- Test , clean and repair (where possible) returned equipment as required
- Arranging repairs and returns with manufacturers and suppliers
- Programme equipment ready for installation
- Get equipment ready for Telecare Response and Installation Technicians to take out on installations
- Ensure Telecare Response and Installation Technicians have a supply of spare equipment.
- Ensure that Telecare Response and Installation Technicians tool kit is maintained and ready for use.
- Allocate bar codes to equipment
- Communicate with other agencies regarding equipment, fault reporting and cancellations
- Preparation of daily documentation relating to installations by installers
- Maintain appropriate records and files, both manually and on the computer system
- To carry out general office duties such as filing, photocopying, mail and completion of documentation as directed
- Keep warehouse area clean and tidy
- To work with Leeds Equipment Service within the new warehouse

Economic Conditions:

Annual Leave: 24 days per annum plus 8 statutory holidays (pro rata for part time employees). An additional 4 days leave is given after 5 years continuous service.

Hours: Various rota patterns.

Flexible Working: A range of flexible working options are available subject to approval of a business case

Conditions of Service: NJC Terms and Conditions apply. Some locally negotiated agreements may also be in place.

Equality & Diversity: Within the Council this is about making sure that everyone can fully join in the social, cultural, political and economic life of the city. The City Council is committed to its value of Treating People Fairly; this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, and marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Qualifications:

Relationships The post holder will work as part of a team within a health and social care setting, maintaining effective relationships with other colleagues, Elected Members, service users, families, carers and other agencies.

Physical Conditions The post holder will be based at a central office, currently in Cross Green with plans to move to the AT Hub in Clarence Dock. The post holder may be required to visit other council buildings. The post holder may be required to be based at another location within the Leeds boundary. Leeds City Council operates a no smoking policy.

SPECIAL CONDITIONS:

Job Description Content Prepared / Reviewed by:

Name Katie Cunningham

Name

Designation Service Manager

Designation

Date: November 2013

Date:

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates will only be short listed for interview if they can demonstrate on the application form that they meet all the essential requirements. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
Ability to pass information accurately and concisely between members of the public, staff and professionals	A/I
Ability to use computer logistic systems and email and bar coding equipment	A/I
Ability to organise and prioritise workload	I
Ability to maintain records accurately and to complete forms fully and legibly	A/I
To respect the need for confidentiality	I
Ability to use own initiative and work independently	I
Good communication skills verbal, written and in person and with both professionals and service users from a range of agencies	A/I
Ability to understand circumstances of service users and carers	A/I
Knowledge required	MOA
Aware of the range of service users who are likely to access Telecare	A/I
Knowledge and an awareness of the need for financial and stock control procedures in a large organisation.	
Experience required	MOA
Previous work experience of clerical/administrative duties	A
Of communicating effectively and positively in various ways with a variety of people, in a particular use of telephone	A/I
Of using a range of computer operating systems	A/I
Of working within a warehouse	
Behavioural & Other Related Characteristics required	MOA
Abide by the Council's Equality and Diversity Policy in the duties of the post, and as an employee of the Council.	A/I
Carry out all duties having regard to an employee's responsibility under the Council's Health and Safety and Safeguarding Adults policies and procedures.	A/I
Willingness to actively participate in training and development activities to ensure up to date knowledge and skills.	I
Knowledge of the problems of disadvantaged groups.	I

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
Knowledge required	MOA
Knowledge of Telecare	I
Of Social Alarm services and Telecare / Preventative Technology	A/I
Of how basic electrical and wireless telephony alarm systems operate	I
Experience required	MOA
Of working as a member of a team	A/I
Of working with a range of agencies	I
Of working with low level electrical equipment	I
Of working with disabled people and their carers	A/I
Behavioural & Other Related Characteristics required	MOA