



**Gwasanaeth Tân ac Achub
Fire and Rescue Service**



Stores Manager Candidate Information Pack



Welcome from Helen MacArthur, Assistant Chief Fire Officer

When people think of the Fire and Rescue Service, they tend to think of Firefighters responding to emergency calls, and although this is a reality, the roles and responsibilities within North Wales Fire and Rescue Service go far beyond these traditional images.

The Service employs people in a variety of diverse and challenging roles, and the vital work carried out behind the scenes is just as crucial in helping to make North Wales a safer place to live, work and visit.

Our organisation is made up of people, and our Stores Department plays a key role in supporting the Service to achieve their objectives in relation to our people and organisational development by supporting various departments across the Service.

The role of Stores Manager in a frontline emergency service is challenging, varied and exciting and involves many diverse tasks and responsibilities, to ensure that the service can continue to protect the communities we serve.

Our core values are about striving for excellence, serving the communities of North Wales and treating people well. We want people with the same values to join our team to help us continue to make North Wales a safe place to live, work and visit.

This candidate information pack provides a good foundation about what we can offer as a Service but we're happy to answer any questions you may have through an informal discussion to help your decision.



Who we are

North Wales Fire and Rescue Service's purpose is to Prevent, Protect, and Respond. To do this we employ more than 850 staff in operational and support roles.

We help to protect an area covering around 2,400 square miles and a resident population of over 700,000 people, as well as hundreds of thousands of visitors who travel in and out of North Wales every year.

On average, we go to around 2,000 fires and 1,000 non-fire emergencies such as road traffic collisions and flooding events every year. We also attend around 2,000 emergency calls that turn out to be false alarms.

We carry out extensive fire prevention work by visiting people in their homes, attending events, engaging with children and young people, and working with partners to educate and inform local communities. We also maintain an active presence in the media, including on social media.

Another part of our work is in a fire safety enforcement role, so we visit businesses and workplaces to make sure that the people responsible for those premises are keeping their fire safety arrangements up to standard.

North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

You can read more about our Core Values on the next page.

For more information about the Service please visit the [North Wales Fire and Rescue Service website](http://www.northwalesfire.gov.wales).



Our Core Values



North Wales: A place to live, work and visit

Within the region of North Wales is Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham and Ynys Mon (pronounced 'un-iss morn', also known as Anglesey). Each county has something special to offer, whether you are looking for action and adventure or culture and heritage. Living and working in North Wales offers an excellent environment for anyone seeking an enhanced quality of life.

Long regarded as one of the most beautiful places in the UK, the area has much to offer. Being an area of outstanding landscape ranging from extensive sandy beaches and headlands to sheltered valleys, open moors and rugged mountains, there is something for everyone to enjoy. Tourism is a big contributor to the local economy with a wide variety of facilities across the region to attract the different visitors to the area each year, from high adrenaline zip lines, adventure parks and water sports to more relaxing walks exploring towns and countryside or visiting historical and cultural landmarks, including castles.

Whilst North Wales is close to nature and has open spaces close by, it is also well connected to the hustle and bustle of major towns and cities in the North West of England, such as Chester, Liverpool and Manchester. Rail transport links also connect the North Wales coast to major cities across the UK, with direct trains to London (in 3 – 4 hours), Birmingham and Manchester among others.

Food and drink play an important part of Welsh culture with food festivals and farmers markets taking place across the region to showcase the best food and drinks that Wales has to offer. Utilising locally sourced and seasonal produce, including freshly caught fish, tender local lamb,

cheese, wine, ales and gin, there are plenty of places to eat catering to different tastes, including fine dining, gastro-pubs and bistro's as well as country pubs, tea rooms and cafés.

As per the 2021 Census, Wales has a population of just over 3.1 million, with approximately 18% of the population being Welsh speakers. The Welsh are passionate about the language, sport and culture with competitive festivals of Welsh music, poetry and art taking place annually - known as an Eisteddfod (pronounced ace-teth-vod). They are cultural festivals held through the medium of Welsh, providing a national stage for music, dance, literature, visual arts and performance. Whilst Welsh language is an important part of an Eisteddfod, the events are inclusive for all people to get involved so you don't need to be a Welsh speaker to attend and enjoy the day. People of all ages and abilities, including Welsh language learners are encouraged to participate in Eisteddfods, with the International Eisteddfod in Llangollen being held annually at the start of August, bringing together participants from all over the world to celebrate the different cultures, music and arts in one place.



The Role

At North Wales Fire and Rescue Service everyone contributes in one way or another to helping to protect our communities and the natural environment. As a Stores Manager, you be accountable for the overall management and efficient operation of the stores function.

Reporting to the Procurement and Contract Manager, you will be responsible for maintaining the computerised Stores system, to purchase uniform, standard items of operational equipment and any other items, as required.

You will also be responsible for the line management of Stores staff on a daily basis, including system training, supportive mentoring and coaching, and completing regular personal development reviews. You will also work closely with both our Finance Department to ensure stock takes are completed as required and recorded accurately on the stores system and our Operations Department, processing equipment and fire kit replacement requests and assist in organising urgent emergency loan distributions.

As part of the role, you will also be expected too contribute to projection planning for stock procurement requirements for the service, considering any seasonal or planned events. The Stores Manager will also need to cater for any obstacles or restraints by planning and actioning accordingly.

The Stores Manager also must contribute to the forecasting and analysis of annual departmental expenditure projections, All Wales tender arrangements in relation to Stores items and contribute to the Service's ethical, sustainability, economic and environmental/recycling capability.

You will be an effective communicator with good management and customer service skills as you will work closely with all departments throughout the service and will be a key point of contact on a daily basis. With good organisational skills to manage your own workload and meet deadlines, you will need to be flexible and adaptable to change to deal with requests as they arise.

The role will require awareness in relation to public sector procurement, accounting arrangements and other matters including health and safety and environmental considerations. As a bilingual organisation, the successful candidate will require Level 2 Welsh language skills.





What we can offer you

Pay

Grade: NWFRS 08

Salary: Starting at £34,723 rising to £37,261

Hours of work

This position is based on working 37 hours per week on a Monday to Friday basis but we offer a great deal of flexibility and we try as much as possible to support staff to balance their work and home life. We have recently introduced an agile working policy to facilitate virtual and home working where feasible.

Benefits of employment

- Generous annual leave entitlement, starting at 24 days per year, plus public holidays
- Flexi-time Scheme allowing staff to work flexibly
- North Wales Fire and Rescue Service uniform provided
- Access to the employer contributory Local Government Pension Scheme
- We will provide you with training, support and guidance to develop your potential
- Health, fitness and wellbeing support, including occupational health, colleague support, mental health champions, physical therapies and access to Service gyms
- A range of additional benefits such as cycle to work scheme and access to discounts from hundreds of retailers, leisure and service providers.

Job Description

Post Title	Stores Manager
Department	Stores Department
Reports to	Procurement and Contract Manager

Overall job purpose

To be accountable for the overall management and efficient operation of the stores function, with responsibility for maintaining the computerised Stores system, to purchase uniform, standard items of operational equipment and any other items, as required.

The role will require awareness in relation to public sector procurement, accounting arrangements and other matters including health and safety and environmental considerations.

The post holder will lead and manage the team of three staff. The post holder will require flexibility in the role and the ability to work to tight deadlines including the prioritisation of workloads.

Principal Duties and Responsibilities

1. To be fully accountable for the efficient and effective control and management of Service Stores.
2. Responsible for the line management of Stores staff on a daily basis, including system training, supportive mentoring and coaching, and completing regular personal development reviews.
3. To be responsible for managing the computerised stores system, including the maintenance of the catalogue, updating suppliers,

- products, prices and developing and maintaining reorder points. Using the system to replenish stock, receipt goods and complete adjustments.
4. To evaluate and authorise internal and external requisitions for supplies, via the stores system, according to policy, justification and requirement
5. Work closely with Finance staff to ensure stock takes are completed as required and recorded accurately on the stores system. Controlling and executing end of year stocktakes and stock valuation.
6. Work closely with the Operations Department in processing equipment and fire kit replacement requests and assist in organising urgent emergency loan distributions.
7. Communicate with stakeholder for items that require mandatory 6 month testing, ensuring expiry re-test date deadlines are met for service re-distribution. Manage arrangements for faulty Service operational equipment to be collated and sent off for repair.
8. Provide advice and guidance to requisitioners, across the service, to ensure the stores system is used correctly.
9. Contribute to All Wales tender arrangements in relation to Stores items.
10. Contribute to the Service's ethical, sustainability, economic and environmental/recycling capability.
11. Contribute to projection planning for stock procurement requirements for the service, taking into account seasonal or planned events. Catering for any obstacles or restraints by planning and actioning accordingly.
12. Contribute to the forecasting and analysis of annual departmental expenditure projections.
13. Being a main key holder responsible for the security and storage of all high value stock held in Stores and on the shared site along with an offsite location.
14. To update and maintain Stores procedures.
15. Compile, execute and review departmental Risk Assessments in line with Service procedures and guidance.
16. To undertake any other duties commensurate with the post and with the qualifications and experience of the post holder.

Person Specification

Qualifications, Knowledge, Experience	Essential
	The qualities without which a post holder could not be appointed
	NVQ level 4 in Stores Management or equivalent qualification/relevant experience. (AF, V)
	Previous experience in a Stores, Warehouse or retail environment. (AF)
	Good level IT skills to include Microsoft Office applications. (AF)
	Stock Control Management experience. (AF)
	IOSH Certificate or similar qualification/knowledge of health and safety Safe Systems of work to IOSH level, or equivalent. (AF, V)
	Experience of using a computerised stores system. (AF)
	Desirable
	Extra qualities which can be used to choose between candidates who meet all the essential criteria
Experience in managing a team and executing performance management duties. (AF)	
Experience in uniform fitting along with awareness on requirements for organising made to measure ceremonial uniform. (AF)	

Skills	Essential
	The qualities without which a post holder could not be appointed
	Excellent interpersonal and communication skills both verbal and written. (AF, I)
	Good negotiating skills assisting in evaluating and identifying supply chains and networking to achieve quality, ethical and economical procurement. (AF)
	Ability to be adaptable to change with flexibility and a positive approach. (AF, I)
	Ability to prioritise workload, meet tight deadlines, and time manage effectively to respond efficiently and positively under pressure. (AF)
	Have a proactive self-motivated approach, capable of working alone or as part of a team. (AF, I)
	Ability to drive, holding a full current licence. (AF, V)
	Outline knowledge of operational parts and equipment. (AF)
Bilingual in Welsh and English to level 2. (AF, PIA)	

*Evidence of qualifications will be requested and verified prior to confirmation of appointment

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the essential criteria.

Identification of the requirements will be through the:

Application Form (AF),

Pre – Interview Assessment (PIA)

Interview (I),

Verification (V)

Welsh Language Skills

Level 2

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality.

We pride ourselves on having taken the issue of language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

The Welsh language requirement of this post is a level 2 and the required skills are set out below.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	<ul style="list-style-type: none">• Able to understand the gist of basic conversations or sentences in work.• Able to respond to simple job-related requests and requests for factual information.• Able to ask simple questions and understand simple responses.• Able to express opinions in a limited way as long as the topic is familiar.• Able to understand instructions when simple language is used.

We recognise that learning a language takes time and commitment and this requirement is in addition to learning a new role. Support is available in many different forms to help you succeed, including formal training courses and workshops, one-to-one mentoring, informal support from Welsh language champions across the Service, soundbites and work booklets.



How to Apply

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the [Current Vacancies](#) page of our website and completed forms should be submitted by email to recruitment@northwalesfire.gov.wales

Please do not submit your CV with the Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role. Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

It would be helpful if you could let us know in good time if you would like us to make any reasonable adjustments for you.

Make sure you submit your application before the closing date as late applications will not be accepted.

If you have any issues accessing or completing the application form, please contact the Recruitment team: recruitment@northwalesfire.gov.wales or call 01745 535 281.

Further information

If you have any questions regarding this role or would like an informal chat before applying please call Jack Millward, Procurement and Contract Manager on 01745 535 708.

Recruitment Timeline

Recruitment Activity	Date
Closing date	11th April 2023
Shortlisting (by recruiting manager)	12-13th April 2023
Online assessments	w/c 17th April 2023
Interviews	w/c 24th April 2023

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.



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