

MATERIALS TECHNICIAN LEAD

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- You will order, check, and deliver items to wards and departments.
- You will keep records up to date and make sure stock levels are right.
- You will help return items and sort out any problems with deliveries.
- You will work with staff and suppliers to make sure goods arrive on time.
- You will help improve how stock is managed using barcode systems.

Job Description

Job title:	Materials Technician Lead
Grade:	3
Site:	The Princess Royal Hospital, Telford with cross site working expected
Accountable to:	Stores Manager
DBS required:	No

Job Purpose

To assist the Stores Managers in providing an effective and professional stores service that delivers ongoing cost efficiencies/benefits to the Trust in line with departmental objectives. Cross site Materials Management via use of the electronic system and delivering capture.

Job Duties

Stock Catalogue Orders

Undertake the following tasks associated with the supply of products contained in the NHS Logistics Authority catalogue:

- Process requisitions including data entry where required.
- Monitor stock availability, delivery times and dates. Taking remedial action as and when necessary.
- Process and monitor uplifts/returns and ensure credits are processed.
- Respond to catalogue queries from customers on product details, availability, etc.
- Maintain accurate records and filing systems.

Materials Management

Undertake the following tasks associated with the provision of stock management and replenishment service to customers at ward/ department level:

- Implementation.
- Replenishment routines.
- Purchase order generation.
- Receive and unload goods.
- Delivery of products to wards/departments.
- Check and put away products and handle returns.
- Periodic formal review and report on products and stock levels at wards/ departments.
- Advise Trust staff on appropriate stocking levels for products.
- Identification of items required to be included in Automatic Data Capture System, including assessment of items, review of stock requirements and introduction of bar codes.
- Maintain accurate records and filing systems.
- Produce Authorisation Reports for all Wards + Departments
- Review all Wards + Departments Stock Levels
- Arrange all signed off Stock Levels with Ward Managers + Centre Managers across the PRH Site

Stores and/or Receipt and Distribution

Undertake the following tasks associated with the provision of a stores and/or receipt and distribution service in the customer store:

- Receive goods, check quality and quantity; raise GRN's manually or via keyboard entry into a receipting system.
- Store goods in a clean, safe and secure condition before issue and onward transmission to wards and departments.
- Distribute goods to wards and departments.
- Prepare, pack and despatch goods for return to suppliers.
- Input or record issues from customer store to wards and departments.
- Undertake stock replenishment routines.
- Pick, check and pack goods for onward/internal distribution.
- Maintain accurate records and filing systems.

Person Specification

	Essential	Desirable
Qualifications	• Qualified to NVQ level 2 (or equivalent) or CIPS Foundation (or equivalent). • Manual Handling training (with appropriate certification).	• Handling and moving training
Experience	• Stock control/material management experience. • Experience in handling & moving heavy roll - cages & packages.	• Experience of stock control /materials management systems within NHS.
Knowledge and skills	• Knowledge of materials management processes & procedures and use of data capture and ordering systems • Ability to communicate effectively with customers & suppliers. • Ability to analyse data, make decisions and own & resolve problems. • Good keyboard skills – ability to produce Excel spreadsheets, Word documents using Microsoft Software.	• Confident, friendly, approachable

	• Skilled in the movement, handling & storage of goods. • Ability to work on own initiative & to prioritise and organise own workload. • Ability to concentrate and remain focused when counting & re-ordering stock.	
Other	• Dependable, flexible and trustworthy. • Confident friendly & approachable. • Able to cope with distressing & emotional sights and situations & frequent exposure to dust and ward smells • Self motivated. • Able to work on own and as a member of a team. • Set targets and meet deadlines.	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the

Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

