

# MATERIALS TECHNICIAN

## 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, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- The role supports the hospital by making sure wards, departments and local healthcare services receive the supplies they need on time.
- It involves checking stock levels, ordering and delivering goods, and keeping accurate records.
- The job includes receiving, storing and moving items safely, sometimes using equipment like a forklift.
- It also requires good communication with staff and suppliers to solve problems and keep things running smoothly.
- The post holder will work both independently and as part of a busy team, helping to keep essential materials flowing across the Trust.

## Job Description

<b>Job title:</b>	Materials Technician
<b>Grade:</b>	2
<b>Site:</b>	The Royal Shrewsbury Hospital & The Princess Royal Hospital, Telford
<b>Accountable to:</b>	Stores Manager
<b>DBS required:</b>	No

## Main Duties

### Stock Orders

Undertake the following tasks associated with the supply of products:

- Process requisitions including data entry as required.
- Monitor stock availability, delivery times and dates and initiating remedial action as required.
- Process and monitor uplifts/returns and ensure credits are expedited.
- Process requests for unscheduled deliveries.
- Respond to catalogue queries from customers on product details, availability, etc.
- Maintain accurate records and filing systems.
- Provide relevant data to Stores Management.

## **Materials Management**

Undertake the following tasks associated with the provision of stock management and replenishment

service to customers at ward/ department level:

- Routine replenishment of routine stock.
- 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.
- Provide relevant data to Stores Management.

## **Stores and/or Receipt and Distribution**

Undertake the following tasks associated with the provision of a stores and/or receipt and distribution

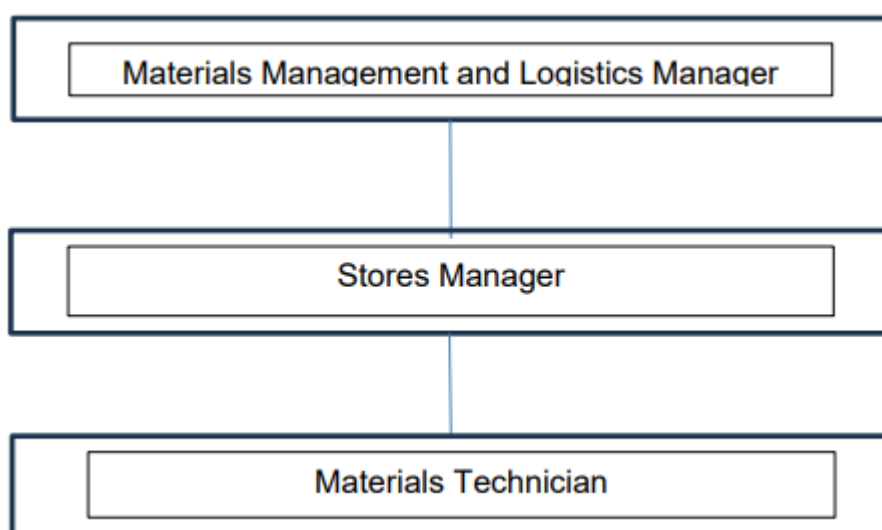
service in the customer store:

- 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 or 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 using Kanban cards.

- Pick, check and pack goods for onward/internal distribution.
- Maintain accurate records and filing systems.
- Responsible for the safe use and operation of a forklift vehicle to unload and transport goods on a regular basis.
- Provide relevant data to Stores Management.

### **Customer Service**

- Provide resolution to internal and external problems and queries.
- Communicate on a regular basis with Trust staff in relation to Trust requirements for goods.
- Contact suppliers to expedite deliveries of goods.
- Provide relevant data to Stores Management.



## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of Maths &amp; English</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good Keyboard skills with a working knowledge of Excel and Word.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to communicate respectfully and diplomatically with workmates, colleagues, and customers.</li> <li>• Ability to work effectively as part of a team and independently.</li> <li>• Be reliable and flexible with a can-do attitude to work.</li> <li>• Ability to manage own workload, work on own initiative and be responsive to changing priorities.</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with customers and suppliers.</li> <li>• Ability to analyse data, make decisions, and own and resolve problems.</li> <li>• Undertake receipting, handling, delivering, movement and storage of materials.</li> <li>• Ability to concentrate and remain focused when counting and reordering stock.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Warehouse management systems.</li> <li>• Previous experience working within logistics.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willing to travel to other locations covered by the stores service.</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean driving licence</li> <li>• Ability to operate forklift truck (or willingness to undergo training)</li> </ul>



## 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 & 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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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;
- 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 staff;
- 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;
- 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive 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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## 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 Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **NHS Sexual Safety Charter**

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of



work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

