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| **Job Title:** | **Logistics Hub Operative** |
| **Reporting to:** | Logistics Coordinator | **Job Band:** | Band 7 |
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| **Direct Reports:** | 0 | **Team:** | Logistics  |
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| The Logistics Hub Operative (Ambulance Hubs) works across several hubs ensuring that we have the agreed stock levels to meet operational demand and support the packing of kits, checking of ambulances and other operational vehicles. The post requires you to drive a variety of St John vehicles and ensure that high standards are maintained in all of our hubs. The role holder works as part of a blended volunteer and employee work force. On occasion the role holder is required to work evenings and weekends, sometimes alone and sometimes as part of a team.  |



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| Key Responsibilities  |
| * Carry out relevant weekly stock checks out in your allocated ambulance hubs including medical gas, medicines, consumables, LPG to ensure stock is kept at agreed levels.
* Support the movement of equipment and vehicles between ambulance hubs in line with operational demand.
* Undertake hub stock rotation process.
* Undertake housekeeping in the logistics areas is maintained to the required standard
* Support the decontamination of ambulances and treatment centres in line with relevant training and processes.
* Undertake the pre and post use checks of equipment and the timely resolution of fault reporting
* Work as part of a team to provide logistics support to the recovery and storage of equipment and assets from building disposals.
* Ensure the relevant systems are maintained to ensure national over site of logistics capability
* Ensure clinical kit bags are maintained.
* Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.
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| Important things you need to know about this job  |
| * Be able to work on your own initiative
* Be prepared to travel regularly across the UK and stay overnight if required.
* Be prepared to work across five of the seven days of a week, this may include weekends and unsociable hours when necessary
* Have a willingness to adapt and learn new skills
* Be resilient and adaptable, working well under pressure but with your wellbeing in mind
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| **Our Values and Commitment to Equality, Diversity and Inclusion** |
| * Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
* Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
* We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.
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**Person specification**

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

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| Requirements  | Essential  | Desirable  |
| Education and Qualifications  |  |  |
| Educated to GCSE level or equivalent (Grade 4) incl. Maths & English  |  |   |
| UK driving licence at B1 level with no penalty points (C1 desirable)  |  |  |
| Experience  |  |  |
| Checking and ordering stock.  |  |  |
| Stock control and rotation |  |  |
| Demonstrable experience in organising and managing storerooms |  |  |
| Working to strict operational guidance and procedures |  |  |
| Working in a logistics or warehousing environment |  |  |
| Skills, knowledge and abilities  |  |  |
| Physically able to carry out manual work |  |  |
| Establish and maintain effective networks internally  |  |  |
| Ability to prioritise effectively |  |  |
| Ability to use Microsoft applications, such as Excel, Word and Outlook |  |  |
| Good interpersonal skills  |  |  |

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| This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework. |
| Initials: JS | Date of preparation: August 2021  |
| Job Approved Date; Unknown  | Version: 1 of 1 |
| Ref: JDPS COL Logistics Hub Operative  |  |