



Role Title:	Transport Department Stores Manager	Rank / Grade:	Scale SO1
The transport department stores teams are responsible for facilitating Hampshire and Isle of Wight Constabulary with any needed vehicles, including cars, vans, motorcycles, pushbikes and boats. There are four main locations including Winchester, Fareham, Basingstoke and the Isle of Wight. Your role as a Transport Department Stores Manager would be to have overall responsibility the day to day running and operation of the constabulary's transport stores, including the line management responsibilities for the stores technicians that sit in your teams.			
Vetting (level):	Police Standard Recruitment Vetting	Psychological Screening:	Not required
Location:	Winchester	Travel Required:	The job role necessitates travel to various workshop locations at times.
Suitability for restrictions:	None.	Position Type:	Full time and Permanent
Conditions:	None.	Responsible to	Deputy Fleet Manager
Key accountabilities (an indication of the responsibilities and activities expected in the role)			
1. Management of Vehicle Stores Technicians, including ensuring their productivity and quality standards 2. To coordinate with the workshop supervisors to address outstanding orders and 'Vehicles off the road' reports, in order to minimize vehicle down time. 3. To oversee and manage vehicle parts and equipment for returns, including warranty claims. 4. To oversee transport stores procurement and tender operations, monitoring prices/discounts/availability and ensuring that procured parts meets the required specifications for the vehicles. 5. To serve as the primary point of contact for managing accounts, including adding new accounts, monitoring account activity and handling payment issues or inquiries. 6. To be the primary coordinator for arranging and monitoring the transport departments' waste, including hazardous goods, and maintaining meticulous records for auditing purposes. 7. To manage the departments' inventory, ensuring inventory checks are carried out in line with fleet policy. To ensure the maintenance, servicing and calibration of all workshop tools and equipment and liaise with the technical coordinator in the purchasing of new tools and equipment. 8. To coordinate with the deputy fleet manager for the procurement, managing and issuing of 'free issue equipment' for new vehicles conversions. 9. To manage COSHH information for the department. 10. To assist the deputy fleet manager in managing the departments' health and safety policy, including coordinating workshop inspections and action any defects/issues as well as liaising with Occupational Health regarding health surveillance. 11. Understand force policy on Health and Safety and comply with legislation and standards of 'good practice'.			
Experience			



You will need to hold a current full driver's license and be prepared to take a Force driving course, if required to drive vehicles operated by the Constabulary.

Essential:

- Experience working in a vehicle stores environment including stock control & investigation.
- Experience working on fleet management system & electronic parts catalogues.
- Experience of staff management & development
- Experience with invoicing control
- Advanced experience with use of Microsoft products, outlook, word, excel, forms and teams.

Desirable:

- To have attended vehicle manufacture parts skills courses.
- To have Health and safety certifications
- To have COSHH certifications

Attributes

There are many skills and personal attributes that will allow you to be successful in this role.

- Effective interpersonal skills in order to deal with a wide range of people.
- Good organizational abilities with methodical approach to work.
- Ability to work effectively without supervision.
- Reliable and conscientious.
- Adaptable and flexible in order to respond to varying work requirements.
- Interest in maintaining clean and tidy work environment.

We will assess your suitability to join policing as part of the selection process. You will need to be able to evidence that you will uphold the values of policing (Emotional Awareness, Ownership, Delivery of Service, Innovation, Integrity, Transparency), the Code of Ethics and demonstrate our Competencies and Values.