

Job Description

Title:	Logistics and Facilities Operative
Salary:	£19,000 - £25,000 (Dependant on experience)
Responsible to:	Business Development & Support Services Manager
Accountable to:	Chief Executive Officer
Hours:	37.5 per week (1.0 WTE)
Location:	UK wide

Job Purpose

The purpose of this role is to ensure the correct equipment for training programmes arrives at training venues and to support the effective operation of the head office as a training venue. This will include and is not limited to:

- To monitor and maintain stock of training manikins and consumables
- To ensure preparation and dispatch of customer purchases
- To monitor and maintain stocks of consumables for resale
- To maintain company vehicles
- To hold accountability as the Health & Safety Representative

Key result areas

- Prepare, inspect, load, unload and operate a delivery vehicle
- To ensure that training manikins are in good working order and repair or send for repair where necessary
- To ensure that all training programmes are supplied with correct equipment

Duties and responsibilities

Logistic

- To organise deliveries and collection of training equipment either by undertaking internally or coordinating courier services
- Keeps accurate records of deliveries and customer authorisation and ensure all documentation is submitted to management on time
- Drives safely and follow all laws and rules of driving to maintain a safe and healthy work environment
- Map out driving routes ahead of time to determine the most expedient trip

Equipment

- To ensure that equipment is ready for dispatch to training venues
- To monitor levels and location of training equipment
- To undertake cleaning and basic maintenance of training equipment
- To liaise with trainers about any equipment issues

- To develop skills and maintain training equipment and training manikins as necessary

Health & Safety

- Take on the role of health & safety representative for the Lysander Mews facility

Facilities

- To support the upkeep of the facility at Lysander Mews with scope of competence
- To support the business development & support services team as directed

Stock management

- To utilise company systems to monitor stock levels, track manikin movements
- Liaise with external suppliers relevant to role as required

Other

- Be willing to work flexibly including weekends
- Be prepared to attend meetings and training outside of normal hours.
- Be prepared to travel in undertaking role
- *To be aware of and adhere to:*
 - All company policies and procedures
 - *Section 7 and 8 of the Health and Safety at Work Act*
 - *GDPR (2019)*
 - *Other relevant legislation and agreed practice/policy*

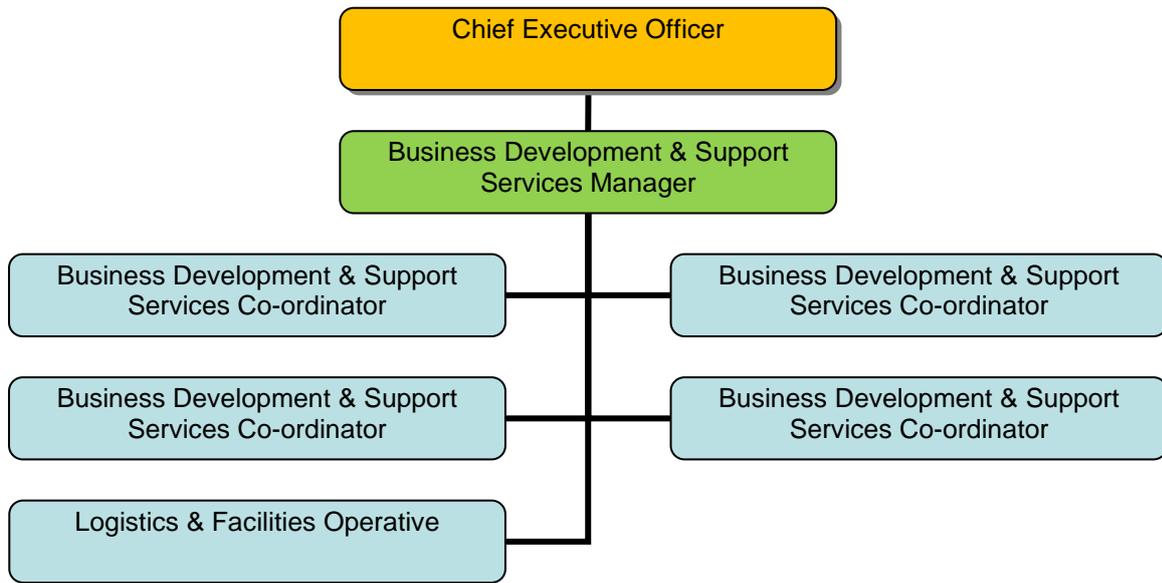
The Company has an Equal Opportunities Policy and specific regard should be taken of its content in relation to the treatment of employees or potential employees.

Organisational Values

The Company implemented a set of core values which reflect the ethos and mission of the organisation. All staff are expected to understand, embrace and deliver in line with the core values. The core values are: **Expert** – **Effective** – **Empathetic** – **Exceptional** – **Excellence**; these values will pervade all aspects of the organisation and form a key strategy of the continued mission. All post holders are expected to sign up to engaging fully with the spirit of the Company's values, promote them in all aspects of their work, and engagement with internal and external stakeholders.

Core Value	Definition
Expert	Expertise is what we are known for, this drives us to live up to our reputations. Our combined skills enable us to give our customers and each other the best possible experience. We're always listening, learning and adapting our business to meet their needs.
Effective	Effective - Performing in a productive and proficient manner resulting in consistently achieving expected and measurable outcomes. Being considerate to the use of resources to give the most positive outputs for the resources used.
Empathetic	Empathy is a universal team value that promotes high commitment and cooperation. It is the ability to understand another person's perspective or circumstance whether you agree with this or not. Empathetic people are curious and possess a desire to know and understand others.
Exceptional	Creative, imaginative and innovative constantly. Always seeking to be and do better than before. Listening and learning with an open mind.
Excellence	Excellence is what you strive for when you believe in what you are doing and that the value of what you do warrants the persistent commitment to its betterment. Going above and beyond others' and individual expectation every time. Helping and motivating peers to achieve be the best that they can be.

Organisational Structure





Personal Specification
Post: Logistics and Facilities Operative

Requirement	Essential	Desirable	Core Value
Knowledge, training and experience	<ul style="list-style-type: none"> • Proven experience as a Driver • A valid driver's license • A clean driving record • Experience of stock taking and maintaining stock levels • Experience of liaison with external agencies such as courier companies • Basic repair skills • Knowledge of computer systems/programmes 	<ul style="list-style-type: none"> • Experience of equipment maintenance • Desire and like of repairing equipment 	Expert
Communication	<ul style="list-style-type: none"> • Able to communicate effectively • Able to work effectively and collaboratively in a team 		Empathetic
Physical skills	<ul style="list-style-type: none"> • Good dexterity to carry out physical tasks • Computer literate e.g. MS word, Excel and Access databases 		Exceptional
Physical effort	<ul style="list-style-type: none"> • Able to move equipment for training such as manikins • Flexible approach to work patterns 		Exceptional
Managerial	<ul style="list-style-type: none"> • Efficiently manage 		Effective

Registered Office: Unit 2 Lysander Mews, Lysander Grove, London N19 3QP; 0800 112 3205

Expert – **Effective** – **Empathetic** – **Exceptional** - **Excellence**

Email: info@atoetrainingandsolutions.co.uk

Website: www.atoetrainingandsolutions.co.uk

Chris Kurt-Gabel, Executive Chairman; Peter Edwards, Non-Executive Director

Registered in England, Number 05754722; VAT Number 882 2359 07

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	multiple tasks and deadlines		
Other	<ul style="list-style-type: none">• Enthusiastic and self-motivated		Excellence

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances.

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