



Role Profile Blank Template

(Refer to guidance to assist with completion)

Community Equipment Stock Control Lead	Role Profile Number: SBC_12407
Grade: CFL5 Salary:	Date Prepared: 12.09.2025
Directorate/Group: People/Adults	Reporting to: Community Equipment Service Lead
Structure Chart attached:	Yes

Job Purpose

Supervising, organising, and monitoring the performance of stock within the team to maintain an efficient and safe stock, maintenance and distribution service. Ensuring work is undertaken in line with policies and procedures and undertaking routine stock control work as required. To assist in the management of staff and workflow in Community Equipment Stores

Support the effective stock management of Community equipment, including medical devices used by clinical teams in the community. Ensure that the equipment is available and fit for use. To continually assess equipment on systems to ensure we provide the best value for money while ensuring stock levels are accurate. To build successful relationships with suppliers, reporting any stock delays or stock outs to the service manager, raising monthly reports to identify significant variations in stock lines.

Represent Community Equipment Stores when working with Swindon Borough Council in all aspects of tender processes when sourcing new stock lines, ensuring adherence to contracts by new suppliers.

To support the operational lead in all aspects of regulatory audit (internal and external).

Key Accountabilities

Stores & Distribution

- Encourage a high standard of work at all times
- Organise and supervise the workload within the stock control team ensuring stocks are ordered, issued and sent accurately and efficiently,
- Ensure the distribution systems lead to safe work practices

- Supervise and complete the ordering process to ensure that we do not run out of any essential items, helping to place orders with contracted or most cost effective suppliers.
- Keep the stock list up to date, chasing up out of stock items and explore solutions to shortages such as ordering different brands.
- Organise and supervise daily stock checks
- Monitor the quality of services, using agreed performance measures.
- Assist and supervise the training of staff as appropriate.
- Supervise a small team
- Act as super user for the TCES catalogue, dealing with any errors and training staff in its use.
- Ensure that staff follow the department COSHH and Health and Safety guidelines
- Keep TCES/Procloud catalogue up to date, adding items once authorised to stock lists, and helping to review the quantities within the stock system. This will be with the clinical leads and service managers and through the Prescriber User Group.
- Support and action product recalls by identifying affected stocks and arranging for items to be sent back to suppliers in line with relevant governance procedures.
- Undertake routine stores duties as required.
- Working with the Community Equipment Stores finance team ensure that the appropriate financial credits are obtained for items that have been returned to suppliers, wrongly invoiced and where contractors fail to meet their contractual obligations.
- Initiate and to maintain computerised records for stock items in accordance with Trust policies and procedures.
- Maintain a system for the identification of expiry dates or items nearing their expiry date and the prompt exchange, disposal or return for credit.
- Co-ordinate the accuracy and audit assessments for all staff involved in stock management duties. To keep records of assessments and ensure that periodical reviews take place.
- Assist in ensuring there are adequate and up to date written training manuals for all areas to assist staff in following the correct operating procedures and to have in place required information for induction programme for all new staff to follow.
- Keep clinical staff and management informed about major stock availability problems and to notify these teams promptly of significant delays or shortages, and where appropriate arrange alternative sources of supply.
- Ordering equipment delegated as part of Swindon Borough Council and Great Western Hospital Trust financial instructions

Supplementary Accountabilities

- Ensure that appropriate staff are available within the team, amending rosters as needed and requesting extra help if required

- Manage staff absences and undertake managerial duties such as initial return to work assessments, 1:1's and undertaking appraisals for staff who you hold direct line management responsibilities for
- Ensuring that the sections are maintained in a clean and tidy condition at all times
- Promote positive and effective communication within the department and clinical leads.
- Maintain documentation and records of the work of the section as is required
- Participate in the weekend, bank holiday and evening service if required.

Knowledge & Experience

- Recent practical experience in a busy distribution environment
- Experience of training individuals
- Experience in Procedure
- Knowledge and clear understanding of Good Distribution Practice, guidance and quality standards.
- Experience of supervising, directing, organising and monitoring performance in a high pressured environment

Qualifications

- CIPS level 3 or equivalent knowledge and desire to develop training.
- Excellent numeracy and literacy skills.

Decision Making

- Able to weigh up information consistently to make appropriate decisions around stock
- Ensuring the stock is within budget

<u>Job Scope</u> Number and types of jobs managed • Business support x 2 • Purchasing Assistant x1 Typical tasks supervised/allocated to others • PDR • One to one • Absence Management • Day to day running of the stock • Direct line management duties	Budget Holder Responsibility Asset Responsibility:	No Line manager None
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Values and Behaviours:

Our organisational values express what is important to us, our ethics, ideals and the principles upon which we place significant worth. These values drive our choices, decisions and behaviours:

At Swindon we do what really matters; We love 'our' Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

At Swindon we do things right; We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

At Swindon we make it happen together; We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Working in accordance to our values we aim to achieve excellence in our behaviours – to get the best for Swindon Borough and us. Our behaviour framework builds on our values and provides examples for each of us of what this means in practice.

Delivering Performance and Results

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough

Collaborating and Innovating

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

Leading Self and Others

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.
- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

Contacts and Relationships

Adult Social Care

Including Social Workers and Occupational Health Professionals who support individuals with care and support needs.

National Health Service (NHS)

Collaborative engagement with NHS teams to ensure continuity of care and access to health services.

Integrated Care Board (ICB)

Strategic alignment with the ICB to support system-wide planning and resource allocation.

Great Western Hospital (GWH)

Partnership with GWH to facilitate hospital discharge planning, clinical input, and integrated care pathways.

Other Key Features of the role

- Able to work independently, show initiative within own authority limits and follow agreed procedures
- Ability to work calmly under pressure and have capacity for problem-solving