



Falkland Islands Government – Job Description

Job Title:	Medical Stores Assistant		
Department:	Health & Social Services	Section:	Facilities
Reports to:	Logistics & Procurement Manager		
Grade:	Falkland Islands Government Grade – H2	Job Code:	201MSA
Job Purpose			
To assist as required in maintenance and distribution of all medical stores, as directed by the Logistics and Procurement Manager.			
Main Accountabilities:			
<p>Under the direction of the Logistics & Procurement Manager and/or Medical Engineering Manager/Deputy</p> <ul style="list-style-type: none">❖ To assist in the requisition, receipt and distribution of all stores required for the medical, dental and engineering departments at agreed levels to ensure availability of all required items.❖ Maintain a computerised stock control and asset register to ensure that records are accurate and up to date in compliance with Financial Instructions and accepted good practice.❖ Assist with general clerical duties as required, which may include the management of all areas of Medical Stores in times of leave and sickness.❖ To work hours that cover evenings and weekends to meet the needs of the service. This will include routinely taking part in the on-call rota, including a physical presence in the department on a Saturday morning as agreed.❖ Undertake mandatory training as specified by the Director of Health and Social Services. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>			
Additional Information:			
<p>The range of stores items across medical, engineering, dental and general functions is very broad. This post involves manual handling, which can be heavy at times, particularly when receiving cargo and delivering to end users.</p> <p>Although not a directly patient facing role, the applicant will still be working across the hospital sites and therefore must agree to maintain the strictest standards of patient confidentiality including signing the KEMH code of confidentiality,</p>			



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Additional Information: (continued)

Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Medical Stores Assistant		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
A good standard of secondary education, (e.g. Grade C or higher at GCSE) with particular emphasis on Maths, English (or equivalent)	✓		A/I
NVQ level 2 Business administration or level 2 supply chain management or agreement to undertake once 6 month probationary period has been successfully completed	✓		A/I
Level 3 supply chain management or agreement to undertake once 6 month probationary period has been successfully completed		✓	A/I
Essential – Full clean driving licence (manual)	✓		A/I
Knowledge, Skills and Experience:			
Ability to work accurately and efficiently with limited supervision	✓		A/I
Must be computer literate with good keyboard skills.	✓		A/I
Ability to work under pressure at times and have a flexible approach to duties.	✓		A/I/R
Ability to gain knowledge of products	✓		A/I
Knowledge of Medical Stores or products		✓	A/I
Previous experience of using computerised stock control systems		✓	A/I
Personal Attributes:			
Methodical and able to take direction	✓		A/I
Physically fit, as the post involves a considerable amount of manual handling	✓		A/I/R
Must be able to work as a member of a team	✓		A/I/R

Method of assessment:

A - Application Form
I - Selection Interview
R – Reference