



Warehouse Assistant - Pharmacy

Candidate Information Pack

April 2021

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Advert

Role:	Warehouse Assistant – Pharmacy
Salary:	pro rata of £ 19,000 -£21,000 (depending on experience) gross annual
Hours:	Part-time – 21 hours worked over 3 full days must include Thursday and Friday. Flexible working arrangements available through discussion.
Duration:	Permanent contract
Location:	Heaton Mersey, Stockport, Greater Manchester

Are you an experienced and reliable warehouse operative looking for a new opportunity?

We are seeking a reliable and trustworthy person with experience of warehouse operations to join our team.

UK-Med is a humanitarian NGO that has been responding to disasters for thirty years. We recruit and train medical teams, both from the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. We deploy teams of doctors, nurses and health professionals with the kit and medicines they need to make a difference where they are most needed in the world.

Our warehouse team maintains stock ready to deploy at a moment's notice. We can deploy the shelters, medical equipment and medicines to set up health facilities. They ensure that everything is stored to high standards of security, stock rotation and temperature control so everything is ready when it is needed.

Our ideal candidate will have experience of working in a warehouse or with pharmacy stock and will be hardworking and able to work independently within strict regulations. You will be someone we can trust to get important work done right first time, every time.

How to apply

To apply, please complete the application process online. Submit a **current CV and a supporting letter** (1-2 pages) that includes:

- A detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification

Applications must be submitted no later than **Monday 10th May 2021**.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty-four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Vision

People affected by epidemics, conflict and natural disasters receive high-quality emergency medical care.

Mission

To provide high-quality essential health care in response to natural and man-made disasters.

Values:

Excellence – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government.

Accountable – Our patients, colleagues, partners and donors are at the core of what we do.

Professional – We work to professional standards and interact in a professional manner.

Collaborative – We work with partners and other medical teams to ensure people affected by disasters receive the best possible care.

Effective – We work where the need is greatest, adapting our actions to the specific context.

Altruistic – Saving lives and alleviating suffering is our drive.

Job Description

Job Title	Warehouse Assistant - Pharmacy
Reports to	Warehouse Manager (Technical standards set by Pharmacist)
Duration	Permanent contract
Hours	Part-time (3 days per week)
Place of work	UK-Med Warehouse

Purpose of role

To support the UK-Med Warehouse Manager and Pharmacist in maintaining pharmaceutical stocks ready in line with regulations and ensuring that UK-Med and UK EMT teams are provided with the appropriate pharmaceuticals and support when deploying to humanitarian emergencies.

Key responsibilities

Warehouse duties

1	Maintain all UK-Med, UKEMT and partner pharmaceutical stock in compliance with key regulations including Good Distribution Practice and other MHRA requirements.
2	Undertake routine physical/practical warehouse activities - loading and unloading vehicles; shelf stacking; moving equipment either by hand or using mechanical handling equipment
3	Undertake regular stock takes, stock rotation, stock management and stock control of perishable and time-bound goods
4	Complete routine / daily warehouse duties including security checks, temperature monitoring/mapping and health and safety checks
5	Complete goods in and out processes, ensuring operating procedures are followed and completing proper documentation
6	Maintaining the warehouse, offices, and surroundings in a tidy and safe condition
7	Maintain site security in line with procedures
8	Comply with all health and safety expectations and report any health and safety concerns
9	Ensure that accurate and complete records are kept in line with procedures

Occasional responsibilities

9	Support the dispatch of kit and equipment at short notice (outside of normal working hours) to support deployment of teams to emergency responses.
10	Work occasional weekends in support of UK-Med or UK EMT training, simulation exercises, and deployments

Regulatory compliance

11	Comply with all regulatory requirements including from MHRA (Medicines and Healthcare Products Regulatory Authority), HSE (Health and Safety Executive) and CAA (Civil Aviation Authority)
12	Maintain good standing with regard to criminal activities and submit to checks to confirm good conduct and good standing including criminal record disclosures.

Person Specification

Warehouse Assistant - Pharmacy

Qualifications / Professional Memberships		
1	A*-C in GCSE English Language and Maths (or equivalent)	Essential
2	A full clean driving license, preferably with a C1 qualification	Desirable
3	Other relevant qualifications	Desirable
Knowledge, Skills and Experience		
4	Experience of working in a warehouse or in stock management of medicines	Essential
5	Experience of planning, organising and completing tasks efficiently	Essential
6	A track record of working well to defined standards where attention to detail is vital	Essential
7	Able to work effectively with limited supervision	Essential
8	Good IT skills and experience of data entry using Excel and Word and/or stock management systems.	Essential
9	Skilled in learning new processes and requirements	Essential
10	Good problem-solving skills	Essential
11	Experience of temperature mapping in storage areas	Desirable
12	Knowledge of MHRA requirements for storage of pharmaceuticals	Desirable
Personal Attributes		
13	Highest standards of honesty and integrity	Essential
14	Willingness to learn and develop own skills and knowledge	Essential
15	A positive can-do attitude and willingness to undertake a range of different tasks	Essential

Practical Requirements		
16	Willing and able to undertake basic manual handling tasks	Essential
17	No criminal convictions that would prevent working with regulated medicines or in aviation industry, and willingness to authorise DBS Checks and/or equivalent to prove this	Essential
18	Willing and able to work outside of normal hours on occasion to support urgent deployment of medical teams internationally	Essential

Key terms and benefits

Salary:	pro rata of £19,000 -£21,000 (depending on experience) gross annual
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 21 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays - pro rata to part time hours.
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme
Safeguarding:	To ensure the suitability for the role's work with both adults and children, and in compliance with regulatory bodies, an assessment of suitability to work with these groups will be completed which will include DBS / police checks. Suitability for this work is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage.
Term of contract:	Permanent

UK-MED

Building a world
prepared to help