



Warehouse Supervisor

Candidate Information Pack

January 2023

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Warehouse Supervisor
Hours:	Full-time
Remuneration:	£25,000 - £26,500 p/a (dependent on experience)
Duration:	Permanent
Location:	Based within UK-Med's two (2) warehouses at Stockport (SK4 and SK8) including occasional visits to UK-Med's office in Manchester.

Do you have significant experience in warehouse/pharmaceutical supply chain supervision. Can you use your expertise as a Warehouse Supervisor to help UK-Med deliver life-saving medical aid?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years.

As our Warehouse Supervisor, you will be responsible for all UK-Med's medical warehouse activities and provide day to day supervision of our medical warehouse Unit 9.

You will oversee the administration and practical control of all systems and procedures to manage pharmacy, medical supplies and equipment whilst ensuring stock is maintained in accordance with MHRA regulations.

With a qualification or equivalent experience in Warehousing/Logistics/Supply Chain, or qualified as a Pharmacy Technician, you will have relevant knowledge in the distribution of medicinal products (WDA/GDP) and awareness of MHRA licencing requirements.

You will have a positive and flexible problem-solving approach and be willing, able and ready to deploy to support all UK-Med programmes and projects.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference.

How to apply

To apply, please complete the application questions and submit a **current CV and a supporting letter** (2 pages) as soon as possible. Please include a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later **Friday 3rd of February 2023**

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero-tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

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

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

Job Description

Warehouse Supervisor

Job Title	Warehouse Supervisor
Reports to	Warehouse Manager
Duration	Permanent
Hours	Full-Time
Place of work	Based within UK-Med's two (2) warehouses at Stockport (SK4 and SK8) including occasional visits to UK-Med's office in Manchester.

Purpose of role

The overall objectives of the role as Warehouse Supervisor are to:

- Day-to-day supervision of UK-Med's medical warehouse Unit 9.
- Overseeing the administration and practical control of all systems and procedures to manage pharmacy and medical supplies and equipment.
- To ensure stock is maintained in accordance with MHRA regulation and ready to deploy to support all UK-Med programmes and projects

Key responsibilities

Warehouse

1	Responsible for all UK-Med medical warehouse activities. Some line management of a small warehouse team and any ad-hoc support staff.
2	Maintain all infrastructure, stock, and equipment, whether owned, donated or held by UK-Med in optimum condition and available where necessary for rapid deployment or use.
3	Maintain and develop the systems that support functional and efficient warehouse management activities. These systems include, but are not limited to, stock request processing, goods received notes, waybills/packing lists, GiK tracking, stock and asset tracking, stock rotation (FI/FO), quarantine, destruction, and donation.
4	Support the Warehouse Manager and supply chain and procurement lead to maintain and develop supply chain system's that underpin timely delivery of all UK-Med's programmes in line with the organisational vision, mission statement and strategy
5	Ensure all stock is accurately inventoried (asset tagged as necessary), with values, expiry dates, batch/lot numbers, HS codes and grouped against donor/budget lines. Keep the

	warehouse stock control system up to date in line with UK-Med's financial and accounting responsibilities.
6	Report to the Warehouse Manager all planned, scheduled, prospective and cyclical tasks, while identifying areas of weakness, and form the basis for future planning.
7	Undertake the monitoring and evaluation of warehouse activities, particularly lessons learned after emergency deployment. Provide regular updates and feedbacks to the warehouse manager and head of logistics
8	Plan, coordinate and supervise daily and regular warehouse activities, including warehouse and infrastructure maintenance, servicing, procurement, defining priority, cost, implementation, and resources. Oversee invoice processing and payment of all suppliers.
9	Support the Warehouse Manager to identify staffing needs to ensure delivery of all warehouse activities in a timely and efficient manner
10	Ensure that all warehouse and pharmacy policy and procedures are adhered to by the wider UK-Med team and any visitors in compliance with the UK-Med's protocols, standards, and procedures.
11	Support the Warehouse Manager to develop, review and update warehouse systems around health, safety, and security in line with UK-Med policy and the standards expected by the MHRA
12	Act as key holder and primary contact for all out of hours warehouse communication. With the warehouse manager develop a roster of key holders to support routine or unexpected leave or absences
13	Collaborate with any internal/external audits, to identify areas of weakness and ensure warehouse systems and controls are in place and functional
14	Manage and develop the UK-Med electronic warehouse stock control system (mSupply). Act as subject matter focal point for the system's use, and support training and development among the warehouse, logistics and wider UK-Med teams.
15	Act as focal point for all Dangerous Goods (DGs) held in stock, including the mapping, handling and transporting of DGs by air, road and sea.
16	Provide a monthly warehouse activity report to the warehouse manager noting activities, stock and asset movements, challenges, and forward planning
17	Maintain the warehouse, its surroundings, facilities, and workspace in a clean and tidy manner, including scheduling/supervising external contractors and managing service/maintenance contracts

Pharmacy

18	Work alongside UK-Med's pharmacist to ensure the pharmacy quality management system is up to date and adhered to by staff and visitors. Ensure the warehouse is maintained in accordance with MHRA licensing requirements and to the standard required to pass any planned or unplanned MHRA inspections. Report to the deputy RP (Responsible person) in the routine management and control of all pharmacy, its systems, and resources. Support the RP in planning, maintaining, and delivering these systems.
19	Undertake daily/routine pharmacy checks/data logging, and record details for review by MHRA
20	Maintain and prepare pharmacy "cold chain" packaging materials to ensure its performance and readiness to deploy to sudden onset disaster

Programme Support

21	In emergencies actively participate in the preparation of and dispatch of stock and equipment. Where necessary act as home warehouse lead in line with UK-Med's deployment SOP
22	Coordinate communication lines and functional links, between warehouse, logistics, supply chain and all UK-Med departments
23	Contribute to the development of technical proposals and budgets for new programmes of work
24	As required deploy abroad to support both capacity building or training activities or emergency responses
25	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work

Safeguarding

26	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
27	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

General duties

28	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
29	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
30	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
31	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
32	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context

33	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
34	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

Person Specification

Warehouse Supervisor

Qualifications / Professional Memberships		
1	Qualification or equivalent experience in Warehousing /Logistics/Supply Chain or qualified as a Pharmacy Technician	Essential
2	Relevant professional / postgraduate qualification in humanitarian response or supply chain.	Desirable
Knowledge, Skills and Experience		
3	Significant experience of warehouse/pharmaceutical supply chain supervision	Essential
4	Experience of preparing technical documents / policy development	Essential
5	Relevant knowledge in the distribution of medicinal products (WDA/GDP) and awareness of MHRA licencing requirements	Essential
6	Experience in supply chain management (e.g., order management, purchasing, stock level management)	Essential
7	A track record in building successful relationships with other stakeholders	Essential
8	Experience of developing and providing training and/or supervision to others	Essential
9	Capable user of Microsoft Office, particularly Word and Excel and willingness to learn stock management database software (relevant training provided)	Essential
10	Valid UK driving licence (clean)	Essential
11	Experience and / or qualifications relating to Dangerous Goods	Desirable
12	Knowledge and understanding of HS Codes	Desirable
13	Awareness of the WHO Essential Medicines (Formulary) and National Drug Policies	Desirable
14	Experience in managing teams of staff and/or volunteers	Desirable
15	Experience in the wholesale distribution of medical products and pharmaceutical supply chain management	Desirable

16	Experience working in supply chain/logistics role in a humanitarian/NGO setting	Desirable
17	Forklift Truck licence	Desirable
Personal Attributes		
18	Highest standards of integrity and professional conduct	Essential
19	Strong organisational and leadership skills, complemented by sound management abilities	Essential
20	Excellent interpersonal skills and team working skills	Essential
21	A positive and flexible problem-solving approach	Essential
22	Excellent time and task management skills with the ability to balance a full and dynamic workload and make decisions in a fast-paced environment.	Essential
23	Willingness and ability to pass clearance checks and undertake overseas travel and deploy to humanitarian emergencies	Essential
24	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
25	Ability to work independently.	Essential
Practical requirements		
26	Ability to travel internationally to any of the UK-Med response including Ukraine and or to various field offices.	Essential
27	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
28	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary:	£25,000 - £26,500 p/a (dependent on experience)
Working hours:	Full-time; you will be required to work the hours as are necessary for the proper discharge of the duties, with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but some weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme
Deployment:	You may be expected to travel and work overseas in support of our international programmes of work
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	Relevant professional / postgraduate qualification in humanitarian response or supply chain is not a requirement but may be an advantage.
Term of contract:	Permanent



Building a world
prepared to help