

Inventory and Logistics Manager

Department	National Manufacturing Institute Scotland (NMIS) (https://www.nmis.scot/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	435068
Reports To	Engineering Services Manager	Grade:	7
Salary Range:	£33,309 - £40,927	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	31/07/2022

Job Advert

The National Manufacturing Institute Scotland (NMIS) is a bold and ambitious industry-centred project to create an international centre of advanced manufacturing expertise and excellence where industry, academia and public-sector support agencies work together to transform skills, productivity and innovation, making Scotland and the UK a global leader in advanced manufacturing.

NMIS is a truly collaborative project, with partners including the Scottish government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, the Scottish Funding Council, Renfrewshire Council and the UK government through the High Value Manufacturing Catapult. The University of Strathclyde is the host University for NMIS, which will link to the wider academic communities in Scotland through the Scottish Research Partnership in Engineering and across the UK High Value Manufacturing Catapult network.

NMIS will encompass a dedicated facility that will house the Manufacturing Skills Academy (MSA), Digital Factory 2050 and the Innovation Collaboratory. Along with this dedicated new facility, existing and developing research centres will also be part of the broader NMIS Group including the Advanced Forming Research Centre (AFRC) and the Lightweight Manufacturing Centre (LMC).

The University of Strathclyde/NMIS are seeking to appoint an Inventory and Logistics Manager to lead our stores teams throughout our centres.

You will reside within the Engineering services team, reporting directly to the Engineering Services Manager. You will be responsible for all storage, handling and distribution of parts and materials throughout NMIS facilities. You will be responsible for developing a robust inventory control system, improving the stores functions throughout NMIS.

You will develop, redefine, and implement processes and policies throughout the stores areas to ISO9001 standards. Your implemented system must align to our quality management system. You will work with our quality team, health and safety and finance team to ensure University/NMIS processes are adhered to.

You will be responsible for goods receipt, inventory control and accuracy, worldwide distribution, and insurance for parts/materials. You will be responsible for preparing paperwork for regulatory bodies where applicable, ensuring compliance. You will have experience of managing a team, recruitment, and resource management, as well as working autonomously. You will have knowledge and experience of managing logistic and distribution areas within an industrial environment. You will have excellent troubleshooting skills, including a methodical approach to solving complex problems, with limited guidance. You will have an ability to work with minimum supervision in order to meet deadlines and you will have the ability to work as part of a multi-disciplinary team. You will lead the stores teams across our centres, including resource planning and drafting business cases for future recruitment plans.

You will be experienced in inventory control, managing logistic suppliers and worldwide freight processes. You will have experience of health and safety requirements within a logistical environment, manual handling assessments, risk assessments,

COSHH etc. ensuring the stores teams and areas adhere with NMIS health and safety policies and standards. Experience of drafting tenders, managing contracts and budgets would also be extremely beneficial.

Travel between NMIS sites will be required.

Job Description

Brief Outline of Job:

Reporting to the Engineering Services Manager you will be responsible for leading the team of stores personnel across our sites. You will be responsible for implementing suitable processes and policies within our quality management system, to ensure this aligns to ISO9001. You will identify solutions to current inventory control problems, including logistic and distribution challenges, particularly in relation to Brexit/export control policy changes. You will ensure all paperwork is in place with relevant regulatory bodies. You will work collaboratively with our finance, procurement, quality and health and safety teams.

Main Activities/Responsibilities:

1.	Responsible for all storage, handling and distribution of parts and materials throughout NMIS facilities
2.	Responsible for developing a robust inventory control system, improving the stores functions throughout NMIS to demonstrate robust inventory accuracy.
3.	Budget forecasting and budget management for stores.
4.	Develop, redefine, and implement processes and policies throughout the stores areas to ISO9001 standards
5.	Implement a suitable inventory control system that aligns to with our quality management system
6.	Work collaboratively with University and NMIS departments to deliver on logistical and distribution challenges.
7.	Responsible for goods receipt, inventory control, worldwide distribution, including insurance for parts/materials. Including the preparation of all paperwork for regulatory bodies where applicable
8.	Manage stores teams, recruitment, and resource management. Undertaking ADR reviews of stores personnel.
9.	Troubleshooting with a methodical approach to solving complex problems, with limited guidance.
10.	Work with minimum supervision in order to meet deadlines with ability to work as part of a multi-disciplinary team.
11.	Building and maintaining relationships with local service providers
12.	Draft policies and procedures to align to business and stakeholder requirements.
13.	Responsible for the health and safety across all stores, ensure compliance to health and safety standards.
14.	Travel between sites to support stores and distribution

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A professional qualification/relevant degree within the subject area. Or significant relevant industrial experience.

D1 Project management qualification (PRINCE2 etc.) or experience in relevant role

D2 Health and safety qualification (IOSH, NEBOSH)

Experience

E2 Experience in inventory control, logistics and worldwide distribution

E3 Experience in developing a inventory control system, and implementation in an industrial setting

E4 Experience in development of policies and processes aligned to inventory control and logistics requirements.

D3 Experience in budget forecasting and budget management.

E5 Experience of working collaboratively with other departments, suppliers, and colleagues

E6 Line management experience. Including recruitment, resource planning and annual development reviews (ADR's)

E7	Experience and knowledge of health and safety requirements within a logistical environment, manual handling assessments, risk assessments, COSHH etc
Job Related Skills and Achievements	
E8	Ability to solve complex problems and make decisions, whilst offering creative solutions to challenges.
E9	Work autonomously with minimal supervision
Personal Attributes	
E10	Hardworking and self-motivated individual, with a positive attitude to continuous improvement
E11	Ability to manage change
E12	Strong IT skills. Computer literate
Other Relevant Factors	
E13	Full clean UK driving licence

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Lisa Michie, Engineering Services Manager (lisa.michie@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

