CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE

DEPARTMENT: Adult Social Care, Health & Housing	**SERVICE GROUP: Operational**
POST TITLE: Warehouse and Technical Manager.	**REPORTS TO: Principal Manager**
GRADE: SO1	**SAP POSITION NUMBER : 11000998**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of short listing. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

1. Supervise on a day to day basis the assistant Technical Officer/Officers, warehouse operatives, drivers and stock controllers, including temporary staff within Bradford and Airedale Equipment Service to also include decontamination unit servicing contracts, to include regular Effectiveness testing by independent sources.

2. Must hold a FULL driving Licence

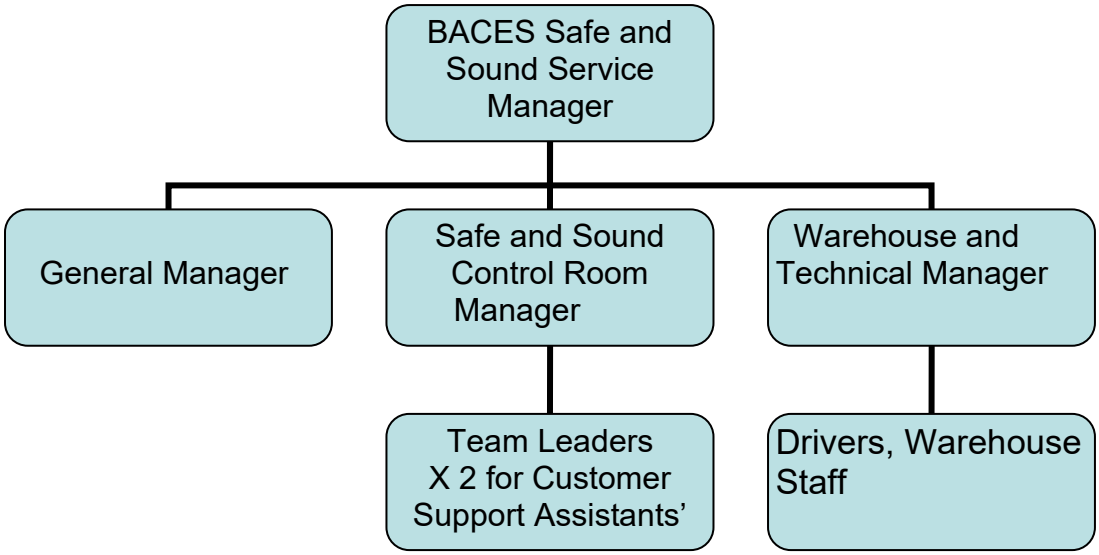
3. To provide a cost effective service, regarding the repair/ maintenance and decommissioning of equipment work as an integral member of Bradford and Airedale Community Equipment Service, attending meetings where appropriate to provide a seamless approach for users of the service.

Main Responsibilities of Post:

- To contribute to the success of the organisation, by being part of Bradford and Airedale

- Community Equipment Service Team in effective, supply, maintaining, delivery and fitting of Equipment.
- Liaising with clients and professional staff, regarding equipment, delivery and fitting where appropriate
- To coordinate the monitoring, assessment, distribution, instruction, storage, fitting of loan equipment and risk assessments as appropriate
- To manage the renovation, repair and servicing of equipment as appropriate of all types of equipment, particularly mechanical and electrical equipment within the technical office.
- To keep accurate records relating, location of equipment, servicing and PAT testing, COSSH, Risk assessments and produce reports as required.
- To receive, distribute and fit equipment following all current guidelines and regulations.
- To use equipment appropriately, including using mechanical operating machinery as appropriate following training
- To act upon all MRHA directives from the D.O.H. advising the BACES Service Manager and relevant staff of all potential risks or hazards
- As building custodian be available for call outs in rotation for emergency out of hours duties

Structure:



Special Knowledge Requirement: Will be used for short listing.

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Carries out the working practices, procedures and basic operations across a specialist area of BACES.	
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work	X
Uses a wide range of basic computer applications	X
Knows the costs for products and services within own area of responsibility	
Knows and understands how to analyse, interpret and present complex information from a variety of sources	
Ability to plan, prioritise and manage a heavy workload from a variety of sources While maintaining a high standard of quality and.	
Must be accurate and able to demonstrate good In Numeracy and literacy skills.	X
Able to work flexibly to accommodate the needs of the service	
Demonstrate ability to work with a high degree of accuracy across a range of activities	
Be able to manage risk and undertake risk assessments to support service user Safety	X
Able to deal with internal and external customers both face to face and over the phone	
Able to diffuse difficult and potentially harmful situations, support colleagues in In dealing with difficult situations and Intervene as necessary	
Actively treats people in ways which respect the diverse needs of our Communities and Access to fair services.	
Demonstrate understanding of the use and provision of specialist safety Equipment PPE.	X
Takes responsibility for own performance and development	
Adapts working practices in line with changing service needs	X

Relevant experience requirement: Will be used for short listing
Demonstrable experience working in a warehouse and or technical environment In a supervisory role
Able to drive and be appropriately Insured for Business use
Be able to manage risk and undertake risk assessments to support the staff and service

Proven time in the management of staff and Mechanical/Electrical systems.
Relevant professional qualifications requirement: Will be used for short listing
NVQ Level three in Management / equivalent qualifications in recognised management training OR working towards this qualification and a number of years in a managerial role.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
Special Conditions:
You will be informed if there is a requirement for the post to have recruitment checks Such as DBS, Warner Process.

Compiled by: **Alex Asquith/HR**	**Grade Assessment** **Date:**	**Post Grade:** **SO1**

Date: 18/11/2026		