

Role Profile

Role Details			
Role Title	Stores Manager	Section	Stores Material Supply
Division	RSBi	Report To	RSBi and Stores and Distribution Manager
Grade/Salary	SCP42-45 (£50,046 - £53,693)	Date Completed	May 2025
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p> <p><u>Our Values</u></p> <p>Community – To build more sustainable communities through social, economic and community engagement.</p> <p>Trust – To be trusted by our employees, clients, and partners.</p> <p>Ambition – To do more for our client and partners and provide more opportunities for our employees and stakeholders as part of our change and growth strategies, succession planning and sustainability.</p> <p>Honesty – To promote at all times in our communication with all stakeholders promoting partnerships and sustainability.</p> <p>Excellence – To deliver quality in everything we do.</p> <p><u>Our Mission Statement</u></p> <p>To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.</p> <p><u>Benefits</u></p> <p>As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:</p> <ul style="list-style-type: none"> – A rewarding career with a competitive salary. – Access to contributory pension scheme – Strathclyde Pension Fund. – Excellent annual leave entitlement – Enhanced maternity, paternity, and adoption/shared parental leave. – Access to excellent health and wellbeing initiatives. – Access to a discounted gym membership. – Facility to make payments directly from your salary. – Workplace parking and more. 			

Role Summary

The Stores Manager is a key member within City Building and is responsible for the effective management of the City Building Stores functions. The role will be to provide effective leadership and management in the delivery of all services under your control and in line with business and customer needs.

You will add value to the business and have specific responsibility for liaising with the operations division to ensure sufficient stock holding is available and delivered to meet operational and customer requirements. You will also be required to implement strategies aimed at successfully controlling and effectively managing the security of all stockholding within all store's areas under your direct control. You will have responsibility for the effective utilisation of resources in the provision of a stores and material delivery service to deliver excellent customer service. You will manage document storage and retrieval as well as management of the furniture (personal belongings) in and out of stores.

You will have specific responsibility for all aspects of Stores although you will be expected to contribute across all spheres of the business as appropriate. You will provide reports to the RSBi and Stores and Distribution Manager for the LLP Board as necessary on stores, security, performance and standards related to key objectives. A further key requirement of the post is compliance with all relevant policies and procedures and monitoring arrangements in support of these.

You will play a key role in the provision of material management including quality issues reviewing where necessary the effectiveness of any arrangements and providing innovative solutions for implementation with a focus on customer service.

You will ensure effective liaison between the divisions of the Company in support of the business and will provide professional advice and guidance relating to your particular area of expertise.

You will ensure that the personnel under your control are suitably trained, included in the needs of our customers, in order that they can undertake their duties and responsibilities effectively.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Document Management	<ul style="list-style-type: none">Establish and oversee systems for organising, storing, retrieving, and archiving physical and electronic records relating stock, and deliveries.Ensure documents are stored securely, easily accessible, and comply with GDPR and City Building internal policies.
Furniture and Personal Item Logistics	<ul style="list-style-type: none">Manage the intake, secure storage, and release of furniture and personal belongings.Oversee and ensure accurate inventories of all stored items, tagging, and categorising them for accountability is carried out.Coordinate logistics and transport for moving items in and out of store ensuring care, traceability, and timely handling.Ensure sensitivity and confidentiality in handling personal items.
Security and Compliance	<ul style="list-style-type: none">Ensure robust security protocols to safeguard stock, and material across the stores.Monitor access to the stores and ensure only authorized personnel are granted access and wearing the correct PPE.Conduct regular audits and reconcile stock records to identify and address discrepancies.
Stock Control and Supply Chain	<ul style="list-style-type: none">Work closely with procurement to coordinate ordering and supplier relationships,Manage the end-to-end stores operations, ensuring the timely availability of stock, and equipment to support operational delivery.Monitor and maintain optimum stock levels to prevent shortages or overstocking, using stock management systems effectively.

	<ul style="list-style-type: none"> – Ensure materials are accurately logged, labelled, stored, and distributed in line with agreed procedures. – Introduce best practices that reduce waste, theft, or inefficiencies in supply chain operations.
Adaptability and Process Improvement	<ul style="list-style-type: none"> – Embrace and drive changes to internal processes and procedures that enhance efficiency, reduce costs, or improve service delivery. – Ability to manage and adapt to procedural changes, ensuring smooth transitions and continuous improvement. – Stay up to date with new technologies and best practices that can improve operations and lead to better outcomes for City Building and our stakeholders/clients. – Experienced in managing transformational and organisational change.
Health and Safety	<ul style="list-style-type: none"> – To carry out work in accordance with the Health and Safety at Work Act 1974 – To ensure that all Health and Safety requirements are adhered. – Report all Incidents and Accidents at the earliest opportunity. – Ensure a safe working site at all times. – Ensure wellbeing is a priority.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> – Comply with and implement all City Building Policies and Procedures. – Act ethically and with integrity.
General	<ul style="list-style-type: none"> – Attend all Training, Meetings, Reviews, and Toolbox Talks assigned to your role. Leading on Toolbox Talks as required. – Complete all compulsory GOLD and Safety Media training for your role. – Establish, develop, and maintain effective working relationships with all work colleagues, clients, and stakeholders.

Key Behaviours and Competencies

Our Stores Manager will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Planning and Organisational Abilities	<ul style="list-style-type: none"> – Prioritise tasks and effectively and manage multiple workstreams concurrently. – Develop and maintain efficient systems for stock control, document management, and resource scheduling. – Proactively anticipate needs and address potential concerns in logistics and supply.
Communication and Interpersonal	<ul style="list-style-type: none"> – Ability to communicate complex technical information clearly to both technical and non-technical stakeholders. – Effectively manage relationships with a range of stakeholders. – Regularly provide updates on workstream progress and ensure that concerns are addressed and rectified.
Problem Solving and Decision Making	<ul style="list-style-type: none"> – Analyse complex issues related to stock, and operational delays and develop a practical solution in support for business service. – Use evidence, judgement, and professional knowledge to make timely and sound decisions. – Evaluate risks and opportunities when assessing new processes, suppliers, or technology to best aid the operations of the stores section. – Proactively identify and mitigate operational risks that could impact business performance or service delivery. – Develop and implement effective contingency plans to safeguard the business against unforeseen events.

Leadership and Management	<ul style="list-style-type: none"> – Provide clear direction, manage workloads effectively, and ensure the team has the necessary support to deliver related tasks. – Ability to inspire, motivate, and manage personnel within your direct control. – Demonstrates a commitment to staff development by identifying training needs through Training Needs Analysis (TNA), providing opportunities for professional growth. – Address any performance issues or concerns swiftly and professionally.
Ongoing Training and Professional Development	<ul style="list-style-type: none"> – Complete all necessary training. – Be open to mentorship and guidance for improvement from more experienced colleagues.
Trust and Confidentiality	<ul style="list-style-type: none"> – You must ensure that any sensitive information is handled confidentially and responsibly. – Build and maintain trust with management, clients, and trade operatives by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> – Able to demonstrate honesty and transparency in all professional dealings. – Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will have extensive experience of stock control and commodities and warehouse management and have excellent interpersonal and communication skills. You will be knowledgeable and credible in the relevant areas and will represent the interests of the LLP at all times.

You will be fully conversant with up to date developments within the purchasing and procurement section and will bring an innovative approach to new developments. You will have management experience and a commitment to development both on a personal basis and for your team. You will be comfortable operating at a Senior level and reporting to the RSBi Stores and Distribution Manager.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Requirements

Qualifications/Licence/Certification/Experience level...

- Experience of stock control and commodities and warehouse management
- Experience of managing teams

Interdependencies

- RSBi Stores and Distribution Manager
- Assistant Stores Manager
- Stores Supervisors
- All personnel within Stores
- Procurement
- Suppliers
- Support Services Division
- All sections within City Building directly involved with Stores
- All personnel within City Building, Glasgow City Council, and Wheatley Housing Group

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.