JOB DESCRIPTION

Job Title	Equipment Support and Projects Officer
Reports to	Fleet and Equipment Projects and Implementation Manager
Reporting staff	None

Job Purpose

Our fleet and equipment provision is a crucial element of the service we provide to our communities.

The Equipment Support and Projects Officer is a key member of the Fleet and Equipment Team and is primarily responsible for assisting the Fleet and Equipment Projects and Implementation Manager in the management of the Vehicle and Equipment Preparation Centre (VEPC) and the introduction of new vehicles and the procurement of the associated equipment.

Generic Responsibilities/Job Family

Technical

To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes.

To act as a point of contact for the function and provide appropriate advice guidance and/or support.

To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

	Specific Responsibilities
1	Assist with the development and delivery of procedures to ensure the smooth running of VEPC processes for all equipment, including, but not limited to, how equipment is acquired, procured, distributed and disposed of at end of life
2	Monitor all stock holdings by maintaining the appropriate asset management system at the VEPC, including, but not limited to, carrying out asset relocations, stock checks, registering new equipment onto the system with relevant information to ensure that the equipment is trackable and traceable throughout its life. This may include periods of lone working and shared responsibility for buildings management and the security of such buildings
3	Support the Fleet and Equipment Projects and Implementation Manager to ensure that the VEPC and its infrastructure meets the Service's Health and Safety requirements; ensuring agreed working practices are followed
4	Support and coordinate the research and development of equipment, maintaining communications for all VEPC equipment related matters, liaising with the Fleet and Equipment Project Team, all key stakeholders, Equipment Review Group, Technical Document Author, and external suppliers. Producing evidential reports to support the findings and presenting to the relevant audience
5	Maintain relationships with external suppliers, keeping up to date with new products changes in existing products and keeping abreast of market changes
6	Support the Fleet and Equipment Project Team in the procurement and purchasing processes for all equipment related to projects and the continued supply and support to the wider service, liaising with procurement to ensure correct route to market in line with procurement rules and legislation
7	Manage the process of equipment acquisition, to ensure they deliver the outcomes the Service requires, including, but not limited to, equipment replacement plans, BAU and projects
8	Maintain and upkeep accurate information within the asset management system including but not limited to the raising of purchase orders to support stock management and critical equipment information within the system i.e. customer information, serial numbers and manufacturer and warranty information
9	Liaise with the technical document author to ensure they have the information they require to produce all relevant documentation to ensure operational staff are provided with the initial information necessary to utilise equipment safely and effectively. Safeguarding against equipment being released into general service without documentation to support
10	Coordinate, lead, liaise and support the AMS team and Equipment Maintenance Teams at all stages of introducing and handing over new vehicles and or equipment to the end user, ensuring and maintaining an auditable process through to final handover. This could include working remotely from service premises
11	Cover and support other team members within the Fleet and Equipment Department when required