



TOBAGO REGIONAL HEALTH AUTHORITY

Job Title: Manager, Materials Management

New

Position Number: _____

Revised

Reports to: General Manager, Corporate Services

Department: Materials Management

Approved by: _____

Date: _____

JOB SUMMARY

The Manager, Materials Management ensures that all processes within the supply chain affecting the Tobago Regional Health Authority (TRHA) are effectively and efficiently managed. The incumbent will be expected to determine all the necessary policies and procedures that must be developed and that are necessary for the effective performance of both Purchasing and Stores.

The Manager, Materials Management is responsible for analyzing the feedback from Wards and Departments to ensure that both Purchasing and Stores meet the standard and quality of the material required for safe delivery of patient care.

The incumbent is to introduce inventory control measures, determine the optimal warehouse layout plan requirements, perform forecasting, scheduling and logistics for items in all stores of the TRHA, resulting in consistent, efficient service to all user departments.

RESPONSIBILITIES

Inventory Control plan

- Develops Pareto analysis on all items and class them in categories of A, B, C class items
- Ensures the submission to C-40 of a 12 months running quantity of non-pharmaceutical items required
- Ensures that the material requirements for departmental budgets are complete
- Identify C40 Truck schedules and delivery quantities
- Compares projected receipts from C-40 and actual quantities required per year
- Calculates the balance of quantities required but not available by the projected C-40 truck schedule

- Coordinates the logistics in obtaining stock at short notice due to seasonal or unusual demand
- Ensures that policies and systems are in place to bring about efficiency in the level of service provided by all Stores

Warehouse plan: To oversee and verify the following

- Reviews and determines the optimal warehouse layout plan required
- Reviews and determines the number of storage bays necessary based on class groups and activity to space ratio's
- Calculates the average distance travelled from the storage location to the various exit points
- Calculates the percentage of items leaving each exit point
- Calculates the average distance travelled from each storage location to the exit points
- Calculates the floor space required for storage. Research compliance with laws such as OSHA, infections control and accreditation standards
- Reviews report for dimensions of item packages
- Compares bays required for bulk storage vs. break down storage
- Conducts cost benefit analysis to determine whether to choose bulk or break down storage
- Measures and determines type of shelving required for optimising storage capacity
- Selects suppliers to provide manual fork lifts that could work in area and that provide the safety protection to workers
- Calculates the number of trips necessary to move product to exit points
- Calculates the activity-to-space ratio (Trips/Storage)
- Determines dimensions of item packages with the continuous change in manufacturer packaging or change in brands
- Assigns products to bays to minimise the total expected distance travelled between bays and exit points
- Assesses the use of test equipment to measure moisture, temperature factors

- Conducts measurements and use data of size of items to determine area required for satisfactory storage
- Designs the facilities to accommodate the storage of carts using measurement and floor diagram
- Conducts measurements and draw the designs for the wards and clinical support services
- Reviews regulations for compliance with FF & E list
- Reviews the data to be stored on the bar code for e.g. C-40 generic name and code.

Forecasting plan

- Conducts a Pareto analysis to determine classes of items
- Analyses seasonality patterns
- Analyses trends – line graph using the past 3 years data
- Measures various forecast to each product – absolute and relative
- Applies forecast error formula including U-theil's static to each forecast model per product
- Optimizes variables parameters for the different forecast models using solver (a)
- Matches lowest forecast error with graphical best fit forecast
- Applies best-fit forecast to all brands identified

Procurement

- Ensures that all Contract / Tenders are issued in a timely manner as per board approved purchasing policies and procedures
- Ensures that a yearly capital equipment committee meeting is conducted as per board approved purchasing policies and procedures
- Ensures that all Tender files are distributed to the Joint Select committee and other relevant departments as outlined in the Board approved purchasing policies and procedures
- Ensures that all Board of Surveys for all items are conducted within a timely manner for the organization in accordance to Board approved policies and procedures

General

- Prepares a procedure manual in developing the warehouse layout systems, inventory control systems, packaging analysis systems, forecasting systems, carts / space plan

system, bar coding system, shelving analysis system, scheduling systems, warehouse transportation system

- Adheres to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, and TRHA Protocols, Guidelines, Policies and Procedures and legislation
- Performs other related duties as required

ACCOUNTABILITIES

- Monthly Reports
- Staff Development Plans and Progress Reports
- Budget Reports

AUTHORITIES

- To liaise with intra and inter-departmental representatives
- Make modifications to existing systems to improve operations
- Scheduling projects in order of priority

SPECIAL REQUIRMENTS

- Willing to work overtime, public holidays and weekends as requested by the General Manager, Corporate Services
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster

SUPERVISORY RESPONSIBILITY

Directly: Supervisor, Purchasing
Supervisor, Stores and Distribution

REPORTING

Reports directly to the General Manager, Corporate Services or duly authorised officer

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Government procurement and reporting requirements.
- Good presentation, leadership and management skills
- Strong competencies in the following: Inventory Control, Forecasting, Warehouse planning and storage, Scheduling, Logistics and Bar coding
- Strong interpersonal and communication skills
- Must have strong analytical abilities and be able to work accurately and within strict timelines
- Proficient in Autocad design

- Proficiency in Microsoft Office Suite as follows:
 - Excellent knowledge of Word including the set up of Tables
 - Excellent knowledge of Excel that includes a working knowledge of Pivot Tables
 - Excellent knowledge of PowerPoint with excellent presentation skills
- Experience in Great Plains or any other suitable database application is an asset

CREDENTIALS AND EXPERIENCE

- BSc. Industrial Engineering or a Registered Chartered Accountant with certification in Supply Chain Management
- Certified Professional in Supply Management will be considered an asset
- At least five (5)+ years Supply Chain Management experience in a Health Care and / or Manufacturing Industry with 3 years at a supervisory level; or equivalent combination of education and experience

APPROVALS:	
Supervisor: _____	Date: _____
Human Resources: _____	Date: _____
CEO: _____	Date: _____
Employee Review:	
<i>I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.</i>	
Incumbent's Signature: _____ Date: _____	