

VACANCY

Job title: Head of Warehouse & Logistics

Location: Southampton

We are Novacyt, a rapidly growing diagnostics group specialising in infectious diseases. We have a number of successful brands and serve a large global customer base, from hospitals to large corporates.

Primerdesign, part of the Novacyt Group, is a leading provider of RT PCR solutions. We have thousands of happy customers based across the globe and have a real ambition to drive our business forward and achieve even more. We have delivered exceptional products to combat formidable challenges. We developed the world's first swine flu detection kit, played an important part in uncovering the UK's horse meat scandal and are currently producing high-performing detection kits to support the fight against COVID-19.

We're now looking for a Head of Warehouse & Logistics to join our team on a full-time basis working 37.5 hours per week.

Job Summary

The Head of Warehouse & Logistics is responsible for organising the movement, storage and dispatch of materials of all stock, both in house and at external storage at the Novacyt businesses of Primerdesign in Southampton, and Lab21 and Microgen Bioproducts in Camberley.

They will work alongside the Planning and Procurement teams to ensure the correct stock is delivered internally to sub-contractors in a traceable and controlled manner and to customers via the Dispatch team.

They will be responsible for driving forward the professionalism of every aspect of our storage facilities, with particular focus on H&S at the sites and the traceability & accuracy of material in SAGE.

Main Duties and Responsibilities

- Overall responsibility for the management and movement of inventory (finished good, sub-assemblies and raw material) and dispatch of orders at Primerdesign, Lab21 and Microgen
- Ensure all stock movements and locations (both at Novacyt facilities and at off-site storage) is recorded, traceable and accurate
- Ensure that all stock contained in the warehouse site or at external storage is managed to agreed standards with regular reporting
- Continuously drive the improvement and automation of processes and systems to maximise the efficiency of material movement and productivity of warehouse and dispatch teams
- Ensure the warehouse and logistics processes - goods in/out, internal material transfer, despatch and stock count/checks are robust and adhered to
- Oversee the effective management of Third Party Logistics in line with contract and SLAs
- Ensure that the processes and procedures are relevant and documented as per process requirements and adhere to all relevant regulatory, quality, legal and environmental requirements, and standards
- Perform any remedial activities and/ or respond to any emergency call-out requirements i.e. freezer alarms, outside of core working hours

- Ensure the dispatch teams can work as effectively and efficiently as possible, overseeing order cycle times, picking and packing efficiency and consumable usage

People Management

- Manage and prioritise the Warehouse & Dispatch teams' workload on a day-to-day basis, overseeing and monitoring workload allocation to ensure work is processed in line with business priorities
- Ensure the Warehouse staff are trained in and observe the principles of Good Distribution Practice (GDP)
- Build and manage a high-performing, collaborative team that always works in line with the Group's values. All team members should have a relevant JD, objectives and development plans
- Ensure the appropriate level of resource and expertise is in place and that this is structured in the most effective way. In consultation with HR, ensure effective recruitment and retention strategies
- Provide regular feedback to direct reports. Proactively address underperformance. Recognise and celebrate success on a team and individual level

Leadership

- Provide monthly reporting on performance vs objectives with any recommendations for improvements
- Ensure that Health & Safety procedures are updated and adhered to and create a safe working culture. With the Health & Safety manager, regularly assess the procedures and staff training
- Ensure site adherence to all quality and compliance standards, including:
 - Full site oversight and compliance with SOP training requirements, complaints & deviations processes
 - Maintenance of all records to support audit inspection and in conjunction with the Responsible Person, lead on inspections
 - Maintenance of site appearance and safety
- Act as a role model in line with the Novacyt Group to all external and internal customers
- Develop a good working knowledge and understanding of Novacyt Group core businesses and develop relationships with senior operational and business leaders

Qualifications and Experience Required

- Excellent general level of computer literacy including MS Excel and Outlook
- Familiarity with stock control software such as SAGE very desirable
- Proactive and flexible team player with strong interpersonal and communication skills
- Ability to problem solve and adapt at short notice
- Can work to and deliver against tight deadlines. Is able to remain calm, can perform and can succeed in high pressure situations
- An optimistic and helpful attitude with a desire to getting tasks completed to schedule essential

The Benefits

- Competitive salary
- 25 days' annual leave
- Ability to buy and sell annual leave
- Cycle to work scheme
- Refer a friend scheme
- Life assurance

NOVACYT GROUP

- Private medical insurance
- Group pension scheme

It's an exciting time to join our team as we are making huge leaps in the fight against COVID-19 and have recently been awarded a Breakthrough of the Year award at the European Mediscience Awards 2020. We are the best in the world at what we do. If you are looking to learn, grow and succeed as part of a passionate team who are eager to make a difference, we want to hear from you.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail recruitment@novacyt.com