

REQ260292

FM Logistics & Access Supervisor

School/department summary:

The Estates & Facilities Management (E&FM) team plays a vital role in keeping the University fully operational for students, staff and visitors, supporting one of the UK's top-ranked universities. Within this, the Logistics and Access function is key to ensuring materials are efficiently distributed, and secure access is managed, across the estate. Operating within a professional, collaborative and customer-focused environment, the team makes a direct and valued contribution to the smooth running of a dynamic and high-performing campus community.

Job Description

Job Grade: Operational Services Grade 5

Job Purpose

To be responsible to the Water Hygiene & FM Logistics Manager for aspects relating to the operation of the stores and key room duties. Includes leading and managing the University's Central Stores and Key Management functions, holding delegated responsibility for staff supervision, purchasing, stock control, and financial governance. The role ensures secure key control, efficient procurement and inventory management, and full compliance with university financial, audit, and operational requirements, supporting the effective delivery of Estates services.

Job Duties

Operational Leadership – Stores and Keys

1. Oversee the day-to-day operation of the Central Stores and Key Management functions, ensuring service delivery meets operational, security, and customer service requirements.
2. Oversee key control and access processes, ensuring appropriate authorisation, record accuracy, and audit readiness.
3. Provide advice to trade staff, supervisors, and managers on sourcing materials, parts, and key-related requirements, balancing operational need, cost efficiency, and compliance.
4. Oversee contractor and staff access arrangements, ensuring keys linked to permits, high-risk areas, and specialist access are appropriately controlled.
5. Maintain oversight of supplier performance and service levels, escalating issues and contributing to supplier performance reviews.

Financial Management, Purchasing, and Stock Governance

6. Hold delegated responsibility for the financial management of Central Stores and key-related expenditure, operating within agreed budgets and financial controls.
7. Authorise, place, and manage purchase orders for stores, materials, keys, and associated services, ensuring compliance with University procurement and financial regulations.
8. Oversee all exception and non-routine purchasing activity, exercising judgement on value, urgency, and compliance, and ensuring appropriate approvals are obtained.
9. Ensure accurate receipting, invoice matching, and resolution of financial queries, working closely with Finance and Purchasing colleagues.

10. Produce financial and stock reports, to assist in analysing trends in usage, cost, and demand to inform decision-making and operational planning.
 11. Maintain financial records, including those relating to recharging, asset control, and year-end financial processes.
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Stock Control and Asset Accountability

12. Maintain the stock control framework for Central Stores, including stock levels, valuation, reconciliation, and lifecycle management.
 13. Oversee regular stock audits and reconciliations, investigating discrepancies and implementing corrective and preventative actions.
 14. Make operational decisions regarding stockholding levels, reordering strategies, and rationalisation to ensure availability while minimising waste and financial risk.
 15. Oversee the secure storage, cutting, ordering, and lifecycle management of keys and key blanks, ensuring both physical security and financial accountability.
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Governance, Compliance, and Continuous Improvement

16. Ensure all stores, key management, and purchasing activities comply with university policies, financial regulations, audit requirements, and relevant legislation.
 17. Review, develop, and implement procedures and systems to strengthen financial control, stock accuracy, and service efficiency.
 18. Act as a liaison with Finance, Procurement, and Estates colleagues on matters relating to stores, purchasing, and access control.
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Service Delivery and Professional Responsibilities

19. Act as a point of contact for queries and issues relating to stores, keys, access, and purchasing.
20. Support emergency and out-of-hours operational requirements as necessary to ensure business continuity.
21. Provide guidance, training, and oversight to colleagues involved in stores or key-related activities (where applicable).
22. Maintain professional knowledge of purchasing systems, financial processes, inventory management, and access control practices relevant to the role.

Line Management / Supervision

The postholder provides day-to-day supervision and operational oversight to a small team (3 staff) within the Central Stores and Key Management function. This includes coordinating workloads, monitoring service standards, supporting attendance and performance processes, and contributing to development discussions, with overall management responsibility retained by the Water Hygiene & FM Logistics Manager.

Points to Note.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the: **Water Hygiene & FM Logistics Manager.**

Direct Reports: **N/A- although will be expected to provide day to day supervision for 3 x FM Logistics & Access Operators**

Budget Responsibilities: **N/A**

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a customer-focused environment, delivering a professional service to a wide range of stakeholders.	1,3
	Experience of purchasing processes, including raising and managing purchase orders, receipting, invoice resolution, monitoring expenditure, maintaining records, and supporting budget control and audit requirements.	1,3
	Experience of supervising or line managing staff, including allocating work, monitoring performance, and supporting development.	1,3
	Experience of working with suppliers and contractors to manage service delivery, performance, and value for money.	1,3
Skills and abilities	Ability to plan, prioritise, and manage own workload and that of others with minimal supervision.	1,3
	Ability to work under pressure, meet deadlines, and manage competing operational and financial demands.	1,3
	Strong organisational skills with a high level of accuracy and attention to detail, particularly in financial and stock records.	1,3
	Excellent interpersonal, oral, and written communication skills, with the ability to engage effectively with staff, managers, students, and external suppliers.	1,3
	Strong practical IT skills, including Microsoft Office and Outlook diary management, and the use of financial, stores, and key management systems (e.g. Agresso or equivalent).	1,3
Training	A willingness to undertake further training and to adopt new procedures.	1,3
Qualifications	GCSE (or equivalent) in English and Maths	1,3

Other	Health and Safety qualification such as IOSH Working Safely or equivalent.	1,3
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working within a Higher Education environment.	1,3
	A knowledge of locks and lock suiting arrangements.	1,3
	Conversant in using the CLIQ key programming system.	1,3
	Have supported a TRAKA Key Management System	1,3
	Knowledge of a financial system e.g. Agresso	1,3
	Experience of managing a busy stores operation (parts and materials) and key room, including stock control and access governance.	1,3
	Familiar with AutoCAD	1,3
	Experience of using a CAFM system (e.g. Archibus or equivalent).	1,3
Skills and abilities	Ability to cut keys	1,3
	Stock management and / or key management systems	1,3
	Driving Licence	1,3
Qualifications	Health & Safety qualification at a higher level (e.g. IOSH Managing Safely or NEBOSH).	1,3
	COSHH Awareness Training	1,3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.