**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | Stores Assistant | | |
| School/Department: | School of Electronics and Computer Science (ECS) | | |
| Faculty: | Faculty of Engineering and Physical Sciences (FEPS) | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 2b |
| Posts responsible to: | Stores Manager (level 3) | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

|  |
| --- |
| Job purpose |
| To assist the School’s Stores manager by providing an effective and efficient service for physical goods received into the School (ECS). Providing a primary face to face contact for all enquires.  Responsible for internal purchase order and associated tasks, receipt, and the processing of any in-bound goods. Making delivered items ready for re direction within the school. The issue of loan equipment as required. Dealing and liaising with Staff and Students by electronic, telephone and one to one means with a positive outcome. Have temporary responsibility for all Stores functions in the absence of the Stores Manager. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To be the primary point of contact for all staff and students to deal with enquiries relating to deliveries, ordering and suppliers. Using School and University IT systems to place, process and complete inbound purchasing and procurement requests. To make accurate and effective use of computerised and manual record keeping systems to receive and redirect in-bound goods within the Faculty. Accurately check quantities and condition and complete paperwork for faculty and finance department for invoice payment.  Obtain information from suppliers on availability of materials and equipment for staff and students. Place orders with preferred suppliers and progress orders for required delivery. | 40% |
|  | Liaising with external and internal contacts for all related purchasing and procurement processes and queries. To ensure that the University’s purchasing and procurement rules and processes are adhered to. To resolve a range of standard work issues on your own, knowing when to refer more complex cases to supervisor/manager. | 25 % |
|  | Keep records for the school on all deliveries and purchases of equipment by maintaining an equipment asset register. | 10 % |
|  | Maintenance and archiving of schools Purchase order files. Ensure a safe and clean working environment within the office and stores at all times. | 10% |
|  | Control stock within the stores and order as required keeping within the budget allocation. Maintain and operate equipment in the stores including PAT testing any mains powered electrical equipment received. | 5 % |
|  | To attend relevant meetings when requested by manager in support of standard work activities. | 5% |
|  | Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
| --- |
| Internal customers:  Colleagues within the School of ECS and Zepler Institute (non-cleanroom related)  PGR’s and Students within the School of ECS  ECS Senior Buyer  University Central Stores (Hartley)  ECS recurrent budget holders  Faculty and Central Finance related teams  External customers  Contacts with a wide range of people outside the university for all queries relating to purchase orders and invoices, including but not limited to Suppliers and Customs related bodies. |

| Special Requirements |
| --- |
| Working as part of, and across, the stores team, as directed by the Stores Manager in response to the business calendar and peaks and troughs of business activity to ensure the provision of a high-quality service. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training.  Previous work experience within a technical support role.  Experience of operating technical equipment and ability to carry out specialist testing.  Ability to make effective use of standard and specialist computer systems  Able to demonstrate a good understanding of technical processes relating to work area.  Experience of data input and assessing data and presenting summary information in a clear and concise format. | Experience of working in a stores related environment.  Experience of purchasing | Interview/Application |
| Planning and organising | Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.  Ability to work well with minimum supervision. |  | Interview/Application |
| Problem solving and initiative | Able to solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  | Interview/Application |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.  Able to ensure any staff managed or supervised are focuses on allocated tasks and aware of service standards.  Ability to adapt well to change and service improvements.  Experience of providing training/coaching to colleagues and students in relation to technical tasks. |  | Interview/Application |
| Communicating and influencing | Able to seek and clarify detail.  Experience of providing advice on technical procedures to colleagues and external customers.  Able to demonstrate own duties to other colleagues as required.  Experience of providing clear, accurate and concise written documentation. |  | Interview/Application |
| Other skills and behaviours | Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings. |  | Interview/Application |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | Interview/Application |

**JOB HAZARD ASSESSMENT**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the assessment below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | x |  |  |
| Repetitive crouching/kneeling/stooping | x |  |  |
| Repetitive pulling/pushing | x |  |  |
| Repetitive lifting | x |  |  |
| Standing for prolonged periods |  | x |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  | x |  |
| Lone working | x |  |  |
| ## Shift work/night work/on call duties |  |  |  |