



Job title	Stores Technician	Job family and level	Technical Services Level 2
School/ Department	Faculty of Engineering	Location	University Park Campus

Purpose of role

This role is part of the technical services team in the Faculty of Engineering. The team consists of over 130 technical staff working alongside students and staff to deliver outstanding teaching and research across the faculty. The role holder will be a member of the Central Engineering Workshop team, based at our largest UK campus, University Park.

The role holder will operate a counter and delivery service to staff and students. Supplying Faculty Buildings with packages, materials, consumables and stationery. A full clean UK driving license is essential to the successful delivery of the role.

The role holder will have an approachable, helpful approach in order to provide guidance to students on the materials, suppliers and equipment that they require. In addition, the role involves the provision of cutting services using guillotines, table saws and horizontal and vertical saws.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Delivery services <ul style="list-style-type: none"> • Create a delivery manifest daily to cover the Faculty's three delivery points • Loading of vehicle accordingly • Delivery of items to a secure location. • Informing end users of collection location utilizing our OCOS system. 	25%
2	Counter services <ul style="list-style-type: none"> • Serve at counters with other Stores staff, dispensing consumables and materials and providing end users with their items. 	25%
3	Receipt of deliveries <ul style="list-style-type: none"> • Receive deliveries from various carriers • Undertake checks to ensure they are for the Engineering Faculty 	15%

	<ul style="list-style-type: none"> Establish end user and contact them to arrange collection/delivery using OCOS 	
4	<p>Cutting services</p> <ul style="list-style-type: none"> Utilise machinery to provide staff and students with cut to size materials. Machinery used will be both horizontal and vertical saws, guillotine and table saw. Training will be provided as needed 	15%
5	<p>Forklift driving</p> <ul style="list-style-type: none"> Operation of a 2-ton Forklift Truck for larger deliveries. Banksman duties for the movement of larger items around the various Faculty Departments <p><i>Training must be successfully undertaken prior to the use of forklift trucks.</i></p>	5%
6	<ul style="list-style-type: none"> Goods receive all the faculty's advice notes ensuring a speedy payment. Input requisitioned items into our purchasing and finance system in a timely manner to ensure restocking etc. is up to date. 	5%
7	<p>General duties</p> <ul style="list-style-type: none"> Ensure rolling stock takes are carried out on all materials and fasteners are input into Agresso during the out of term periods General housekeeping in all work areas. Other general duties and tasks as appropriate for the role Support the wider faculty when required as appropriate for the role 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • General I.T. knowledge, MS office etc.. • Good level of practical skills, DIY etc. <p>Ability to work to set deadlines</p>	<ul style="list-style-type: none"> • Good IT skills on Stock Control systems. • Knowledge of stock control. • Forklift trained.
Knowledge and experience	<ul style="list-style-type: none"> • Customer service skills for dealing with queries. <p>Experience of using the Agresso or similar stock control system.</p>	<ul style="list-style-type: none"> • Warehouse/Stores experience. • Knowledge of inventory movement including issues and receipts. • A working knowledge of Engineering tooling and materials.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • An Engineering qualification or Substantial experience working <p>Or</p> <p>A minimum of two A-levels in relevant subjects, or equivalent vocational qualifications (NVQ, City & Guild), plus some experience in a relevant role.</p>	<ul style="list-style-type: none"> • Considerable work experience in a relevant role
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Full clean driving license • An understanding of good Health and Safety practices in the workplace. 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people

Actively listens

Is friendly, engaging and receptive, putting others at ease.

to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership

take ownership.

Is clear on what needs to be done encouraging others to

Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking

new ideas and

Drives the development, sharing and implementation of

improvements to support strategic objectives.
Engages others in the improvement process.

Professional pride

to others;

Is professional in approach and style, setting an example

strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive

including the

Builds effective working relationships, recognising and

contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with other

