



Job title	Stores Technician	Job family and level	Technical Services Level 2
School/ Department	School of Chemistry within the Faculty of Science	Location	University Park, University of Nottingham

Purpose of role

The purpose of the role will be to deliver high-quality support to customers of the School of Chemistry Stores and support the Senior Stores Technician. The scope of activity may include procurement and stock management, alongside relevant administrative tasks.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Planning and Prioritisation <ul style="list-style-type: none">Plan work and prioritise escalating problems or conflicts to relevant areas.Maintaining outputs through provision of technical support in specific areas which may include stores, laboratories or specific equipment	15%
2	Work Area Tasks <ul style="list-style-type: none">To perform routine tasks to time and quality requirements, working within established routines/procedures, but with minimal direct supervision.Assist staff and/or students on requisition queries, advising on any specific aspects of work within own area.To maintain safe storage of chemicals, general area of work and have a high standard of housekeeping.Monitor and maintain stock levels/stores of equipment and supplies.Placing routine orders to maintain stock levels and supporting colleagues with procurement needs.Receiving orders and issuing 'goods receipt' notices in procurement system.	50%
3	Health and Safety Performance <ul style="list-style-type: none">Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of yourself and others and maintain a safe work environment through conducting testing to time and quality requirements, check status of equipment, notify and take action on non-conformance, where appropriate.	10%
4	Customer Support <ul style="list-style-type: none">Assist, guide and support students, colleagues and/or other technicians.	10%
5	Communication	10%

	<ul style="list-style-type: none"> ▪ Communicate effectively information/instructions to others. Maintain accurate data records, draft routine document control. ▪ Ensure excellent customer service regarding service provision, courier and supplier interactions. 	
6	<p>Team and Development</p> <ul style="list-style-type: none"> ▪ Contribute towards the stores provision across University Park and Jubilee campus, working closely with colleagues to ensure efficient and effective delivery and distribution of goods. 	5%
7	<ul style="list-style-type: none"> ▪ Any other duties appropriate for the grade and role 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate information with clarity. ▪ Analytical ability to be able to interpret non-complex data/results. ▪ Good IT literacy skills. ▪ Problem solving skills. ▪ Good customer relation skills. ▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. ▪ Ability to adopt a methodical approach to work in order to achieve work deadlines. ▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment, including gas cylinders and large volumes of solvents, up to 25kg. 	<ul style="list-style-type: none"> ▪ Demonstrable development in own technical skills in relevant area.
Knowledge and experience	<ul style="list-style-type: none"> ▪ A sound understanding of Health and Safety. ▪ Previous relevant experience, with the ability to undertake a range of technical support activities e.g. safe storage of chemicals with minimal supervision. 	<ul style="list-style-type: none"> ▪ Knowledge and experience of procurement and logistics. ▪ Practical appreciation/experience of hazards.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City & Guild), plus some experience in a relevant technical/scientific role. Or Considerable work experience in a relevant technical/scientific role. 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Prepared to undertake DBS application ▪ Full clean driving license 	



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** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

