



Job title	Senior Stores Technician	Job family and level	Technical Services Level 3
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 line manage Stores Technicians across multiple sites. The scope of activity will include procurement and stock management, alongside relevant administrative tasks. The role holder will be required to oversee the management and upkeep of Stores locations, be responsible for maintaining stock levels and deliveries and liaise with external suppliers to manage relationships and services.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Technical running of the Work Area <ul style="list-style-type: none"> ▪ Plan and oversee the day to day running of a work area/ research project, allocating resources and providing supervision to staff and/or students to ensure work objectives and standards are met. ▪ Set and monitor work standards, adapting and refining work practices and procedures in work area. May be involved in the preparation of work rota's and activity/scheduling in own work area. 	40%
2	Technical Knowledge <ul style="list-style-type: none"> ▪ Utilise technical knowledge and expertise to conceptualise and interpret the requirements of the customer. ▪ Place routine orders to maintain stock levels and support colleagues with procurement needs. ▪ Receive orders and issue 'goods receipt' notices in procurement system. ▪ Advise and assist staff and students on procurement, giving guidance on suppliers, policies and procedures 	20%
3	Supervision and Line Management <ul style="list-style-type: none"> ▪ Be responsible for the day to day supervision of Stores Technician colleagues, including general support and approval of annual leave, annual development conversations etc. 	10%
4	Routine Maintenance	10%

	<ul style="list-style-type: none"> ▪ To conduct accurate record keeping; regular stock reports to identify trends in usage to improve service efficiency; substituting stock as necessary, compiling end of year stock takes and dealing with any discrepancies, whilst ensuring safe and secure storage of all stock and advise, where necessary, on the purchasing of equipment and consumables ▪ Ensuring the adequate stocks of materials/equipment and maintaining appropriate records. 	
5	<p>Specialist Advice</p> <ul style="list-style-type: none"> ▪ Act as a source of expertise in organising goods transport locally, nationally and internationally, providing guidance on imports and export licenses/duty. 	5%
6	<p>Health and Safety</p> <ul style="list-style-type: none"> ▪ Monitor 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. ▪ Ensure compliance in the safe storage and distribution management of restricted substances and duty-free alcohol. 	5%
7	<p>Communication</p> <ul style="list-style-type: none"> ▪ Communicate effectively, liaising with the users of University services and/or external consultants/suppliers and provide information/instructions to the department and wider university as required. ▪ Ensure the completion of clear and accurate documentation, records and reports in order to comply with University quality standards. 	5%
8	<p>Contribution to the development of methods/ techniques/ equipment</p> <ul style="list-style-type: none"> ▪ Contribute to the development of new or improved methods/techniques/equipment and to undertake further training to develop skills and techniques relevant to role. 	5%
9	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to interpret then analytically and logically problem solve. ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Excellent customer relation skills. ▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. ▪ Ability to build relationships and collaborate with others internally and externally. ▪ Capability to use manual handling skills daily- Weights of up to 25kg. ▪ Good IT literacy skills, use of Microsoft 365. 	<ul style="list-style-type: none"> ▪ Proven report writing skills. ▪ Capability to organise own and other's activities to meet set deadlines. ▪ Experience in motivating others to meet and exceed set objectives. ▪ Experience of handling gas cylinders and large deliveries of solvents.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Proven technical experience in relevant techniques and equipment. ▪ An understanding of regulations and procedure governing area of work (including Home Office and Health and Safety) and implications of non-compliance. ▪ Proven line management experience. 	<ul style="list-style-type: none"> ▪ Experience of procurement and logistics. ▪ Experience of using Oracle Fusion software. ▪ Experience of handling and storing chemicals, including knowledge of relevant health and safety regulations
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Minimum of HNC in relevant subject, or equivalent qualifications plus considerable work experience in relevant role or Substantial work experience in relevant role ▪ Full, clean driving license- Required to drive the company van between Stores at CNL and UON 	<ul style="list-style-type: none"> ▪ Additional qualifications in a relevant area and/or laboratory skills e.g. Health and Safety
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Satisfactory basic disclosure obtained from the Disclosure and Barring Service. 	



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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



