



<b>Job title</b>	Stores Person	<b>Job family and level</b>	Administrative, Professional and Managerial Level 2
<b>School/ Department</b>	Estates Office	<b>Location</b>	University Park Campus

## Purpose of role

To operate the Estates Stores in conjunction with other stores personnel to ensure that an appropriate supply of materials and equipment is maintained for use by Estates and other customers.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<ul style="list-style-type: none"> <li>Maintain stocks levels for standard items appropriate to the issue profile. Identify requirements for new stock items. Receive, take delivery, put into stock, store and issue stock and non-stock items to Estates stores users, including manning of the over-the-counter service point. Ensure that stores are kept in a safe and tidy condition.</li> </ul>	35%
2	<ul style="list-style-type: none"> <li>Receive requests for items from stores users by requisition, email, etc. Issue or arrange for the supply of items direct from stores or supplier as appropriate. Source and order materials at best cost using preferred and new suppliers, whilst achieving the best compromise between cost and delivery and operating within defined financials limits.</li> </ul>	30%
3	<ul style="list-style-type: none"> <li>Ensure records of materials orders, receipts, stock levels, issues, charges, recharges and returns are maintained promptly by utilising IT-based systems to ensure the chain of ownership of materials is clear and auditable.</li> </ul>	15%
4	<ul style="list-style-type: none"> <li>To drive University vehicles delivering and collecting stocks as required.</li> </ul>	5%
5	<ul style="list-style-type: none"> <li>Source and arrange best value supply of hired-in specialist work equipment for Estates use.</li> </ul>	5%
6	<ul style="list-style-type: none"> <li>Provide regular reports to Estates Managers on all aspects of stores operation.</li> </ul>	5%
7	<ul style="list-style-type: none"> <li>Operate a store of maintenance equipment where required recording issue of equipment to Estates personnel and contractors where appropriate. To assist and cover the duties of other stores personnel in their absence.</li> </ul>	3%
8	<ul style="list-style-type: none"> <li>Maintain the emergency equipment store ensuring that used items are regularly checked, repaired and replenished as required. Undertake occasional out-of-hours stocktaking duties.</li> </ul>	2%
9	<ul style="list-style-type: none"> <li>Any other duties appropriate to the grade and role of the person appointed.</li> </ul>	

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent numeracy and literacy skills.</li> <li>▪ General stores and stocktaking skills.</li> <li>▪ Proficient in the use of Microsoft Office products.</li> <li>▪ Actively seeks to develop self.</li> <li>▪ Adaptable.</li> <li>▪ Excellent attention to detail.</li> <li>▪ Concentrates attention and activity on customer.</li> <li>▪ Effective communicator.</li> <li>▪ Seeks explanations and solutions</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a stores environment relating to engineering or building supplies.</li> <li>▪ Understanding of health and safety regulations and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery Experience</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Vocational qualification at NVQ level 2 or relevant equivalent with some relevant work experience or considerable work experience</li> <li>▪ Full current driving licence</li> </ul>	



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## 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 H&S, EDI 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

