

Job title	Stores Technician
Grade	3
Salary range	£23,144 - £25,742pa Pro rata
Staff Group	Assistant
Department / Institution	Department Of Chemistry

Role-specific information

Role Summary

To support the procurement of goods and services on behalf of the Department and/or research group in order to ensure smooth running of the stores service.

Key Responsibilities

Key Duties and Responsibilities
Check goods on arrival. Check delivery notes against the orders and record details, issue stores goods using the departmental inventory system, maintain stock levels. Maintain good order of 'dead' stock, return unused goods to suppliers or back to stock as appropriate, ensure tidiness and security of stores.
Ensure stores counter is covered throughout the working day. Receive and book in deliveries, book out stock as required, keep the stores tidy and stocked to min/max levels. Perform regular counts of the stock and be involved in the full stocktake by all purchasing and supplies staff.
Help implement process improvements. Assist in updating work instructions, be responsible for safe and secure storage and transportation of hazardous materials where applicable, be familiar with legal documentation and vehicle signage requirements for this.
Raise purchase orders for goods and services on departmental and University finance systems both from requisitions and stock shortages reports. Ensure that stock does not fall below the minimum levels, update the items table to include new items, assist with filing and other administrative tasks to enable an efficient purchasing service.
Provide cover at the stores counter. Receive and log requests and escalate any emergency requests, deal with enquiries from staff regarding product availability/delivery, receive and safely store materials/goods.

Support deliveries and collections. Collect, load, unload and deliver stock to and from various sites. Carry out routine operational maintenance duties, carry out checks for equipment and vehicles and report any faults/defects.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Criteria	Description	Essential or Desirable
Experience List the key experiences that an individual would need to be able to do the role. Be careful not to quantify this in 'years'. e.g. Experience working with finance IT systems.	<ul style="list-style-type: none"> Experience of working with purchasing systems 	E
Skills List the key skills that an individual would need to be able to do the role. Be careful not to quantify this in 'years'. E.g. Advanced Excel.	<ul style="list-style-type: none"> Knowledge of stores maintenance and/or purchasing Good communication and customer care skills Good interpersonal skills to interact with customers at all levels Good organisational skills Basic IT skills Knowledge of COSHH regulations/requirements 	E E E E E E
Qualifications List the key qualifications that an individual would need to be able to do the role. Be careful not to overstate the level required.	<ul style="list-style-type: none"> GCSE Maths and English/NVQ level 2 or equivalent level of practical experience 	E
Additional requirements List any additional requirements that may be relevant to the role (on-call, weekend working etc.)		

Terms and Conditions

Location	Lensfield Road, Cambridge
Working pattern	Monday - Friday
Hours of work	18.5 hours per week
Length of appointment	31/12/2025 in the first instance or the return of the post holder whichever is earlier.
Limited funding	N/A

Probation period	3 months
Annual leave	36 days including Bank Holidays, this includes fixed periods at Christmas when the Department/Office will be closed. The period for calculating entitlement to annual leave in any particular year is 1 January to 31 December.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details are available on our web pages at: http://www.admin.cam.ac.uk/offices/pensions/schemes.html . Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/ .
Retirement age	The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff OR For established academic and academic-related staff, the University operates a retirement age which is at the end of the academical year in which the University officer reaches the age of 67.

Pre-employment Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

Please apply on line for this vacancy.

Closing date:

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet one other people new to the area.

We welcome and support individuals from under-represented groups, as set out in the Equality of Opportunity section below.

- **Extensive development opportunities** - The encouragement of career development for all staff is one of the University's core values. You will find that we put this into practice through various services and initiatives, which include:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - Reduced staff fees for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>.

A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.admin.cam.ac.uk/offices/hr/staff/>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including

gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011 and we hold an Athena SWAN bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

Information if you have a Disability

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

If you wish to discuss any special arrangements connected with a disability, please contact, Emma Graham, who is responsible for recruitment to this position, on 01223 763188 or by email to ejg49@cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.