

Candidate Information

Position: Senior Technician (Stores Manager)
School/Department: Patrick G Johnston Centre for Cancer Research
Reference: 21/109015
Closing Date: Friday 13 August 2021
Salary: £28,331 - £32,817 per annum
Anticipated Interview Date: Wednesday 1 September 2021
Duration: Fixed term contract up to 31 August 2023.

JOB PURPOSE:

To be responsible for the management, organization and efficient running of the general Store area (to incorporate storage of hazardous materials/chemicals) within a Research Centre (encompassing two buildings) and to be responsible for planning the consumable requirements across a range of research teams.

MAJOR DUTIES:

1. Organisation/Management: Manage the day to day operation of the Stores facility (which caters for two buildings) to provide an efficient service to all staff and students within the Centre. Maintenance of the laboratory gases store and cryogenic cell storage facilities will also be necessary.
2. Supervision: Manage and supervise junior staff across both buildings to ensure work is carried out in a safe and efficient manner in line with current protocols.
3. Goods Receipt: Ensure goods received (including stock items and research groups' purchase orders) are processed in a timely fashion taking into account suitable handling and storage requirements.
4. Stores stocks: To act as a "nominated buyer" for the purchase of stock items and be responsible for the Stores being suitably stocked.
5. Record Keeping: Be responsible for keeping records of stock orders. Currently this involves both paper and electronic based systems and information must be retrievable for generating reports and auditing purposes.
6. Stock control: Responsible for following up on stock orders, carrying out stock checks and negotiating with suppliers and sales reps to negotiate best pricing and availability of goods.
7. Communication: Responsible for liaising with:
 - QUB Management Accounts regarding monthly and annual stock takes and the operation of the Stock Module software package.
 - the Centre's Accounts office on a daily basis regarding purchase orders queries
 - other Centres in the School and across Campus as required.
8. Health & Safety: Monitor and maintain a safe working environment in accordance with H&S procedures and relevant legal requirements. This will include:
 - responsibility for Stores tidiness, security of goods, safety precautions etc.
 - organisation of Stores area for maximum effective safe use of space and access to items stored.
 - having a good working knowledge of H&S matters.
 - serving as a member of the Centre's H&S Committee reporting on issues relating to the general Stores area.

Manual handling, working with compressed gases, and handling cryogenic substances will form a significant part of the job.
9. Other contacts: Liaise with the Centre's Floor Managers regarding delivery and supply issue with goods and other troubleshooting. Be aware of the facilities, technologies and equipment available elsewhere in the Centre and the School.
10. To develop and maintain procedures associated with the management of the Store in general and ensure that the Store SOP Manual is up-to-date.
11. To undertake any other reasonable duties within the general ambit of the post in accordance with the work of a dynamic and interactive research centre. Occasional working outside normal hours may be required.

Planning and Organising:

1. Engage in forward planning to ensure the smooth operation in the short, medium and long term of the general Stores and related storage areas within the Centre.
2. Prioritise own work within a general plan to meet deadlines.
3. Plan layout of the general store area as well as assessing requirements and resources needed in advance.

Resource Management Responsibilities:

1. Take delegated responsibility for the operation of Stores software package.
2. Allocate specific tasks to junior staff and monitor their performance.
3. Be responsible for ensuring consumables are charge to correct research projects as per requisition.
4. Carry out some training of junior staff, where appropriate.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Liaise with external suppliers and sales reps in negotiating discounts and ensuring value for money on bulk purchasing.
3. Liaise with QUB Management Accounts staff on the financial and operational management of the stock software package.
4. Liaise with Research Finance regarding audits on research grants providing any necessary documentation on Stores expenditure.

ESSENTIAL CRITERIA:

1. *At least a HNC/HND (or equivalent) and/or NVQ level4 in a relevant subject.
2. *At least 4 years recent work experience to include Stores management experience and supervision of staff.
3. *Experience of using a computerized stock control package.
4. Ability to undertake manual handling duties.
5. A well developed understanding of regulations and processes including H&S and the implications of non-compliance on others.
6. Ability to train and supervise junior staff and allocate work.
7. Good communication and interpersonal skills.
8. Ability to develop and demonstrate standard equipment and techniques.
9. Ability to prioritise own work within a general plan to meet deadlines.
10. Analytical and problem solving skills.
11. Occasional work outside normal hours as required.

DESIRABLE CRITERIA:

1. *Experience of working within a research Centre environment.
2. *Experience of using Qfis/P2P/Science Warehouse.
3. *Experience of handling liquid nitrogen, chemicals and biohazardous materials.
4. *Experience of supervising staff.