

## Candidate Information

**Position:** Assistant Stores Technician  
**School/Department:** Biological Sciences  
**Reference:** 21/109292  
**Closing Date:** Monday 8 November 2021  
**Salary:** £21,686 - £24,174 per annum  
**Anticipated Interview Date:** Thursday 18 November 2021  
**Duration:** 12 months

### JOB PURPOSE:

To provide assistance with the organisation and efficient running of the general store and wash areas within the School of Biological Sciences.

### MAJOR DUTIES:

1. To work closely with the Stores Manager to ensure the efficient running of the Store. This will include:  
Record Keeping: Ensuring that details of Stores counter issues and all incoming goods are entered onto computer. This requires that goods are checked against stock issue sheets or orders and these are then entered against the appropriate research grants. Monitor levels of stocks/stores.  
  
Orders: Receipt of order requisitions from staff and checking for validity and necessary authorisation. Checking orders against current stock and completing and submitting QUB purchase orders when required.  
  
Goods received: Goods received are checked against the relevant order to ensure correct delivery and quality/quantity of the received items. Goods received into the Store must be properly labelled and stored correctly to minimise any potential hazard.  
  
Goods assembled: Goods are assembled for orders and requisitions.
2. Safety and security: responsibility for stores tidiness, security of goods, safety procedures etc. Arranging stores layout for maximum effective utilization of space and access to items stored.
3. Regular checking, handling and filling of liquid N<sub>2</sub> cell banks and pressure vessels. Handling and monitoring of compressed cylinder and piped gas supplies for use throughout the School.
4. Inventory of eligible items received in Stores and associated paperwork.
5. Prepare glassware and plasticware for sterilisation.
6. Cleaning of laboratory apparatus, equipment, fridges, freezers, sinks etc. Carry out preventative maintenance.
7. Operation of autoclave and provision of sterile material(s) and disposal of waste generated by the School using the appropriate waste streams.
8. Contribute to general security of premises and integrity of laboratory operations and comply with all Health & Safety requirements.
9. Post-holder will also be expected to offer appropriate assistance, as deemed necessary, in order to promote the smooth-running of stores/laboratory operations as directed by more senior members of technical staff.

### Planning and Organising:

1. Carry out a range of tasks, working mainly within established procedures, but with minimal supervision.
2. Plan own work schedule, responding to new pressures, adjusting priorities as needed in consultation with Stores Manager.
3. Ensure all supplies and equipment are available so that work can proceed as scheduled.
4. Optimise new techniques and troubleshoot as required.

### Resource Management Responsibilities:

1. Have responsibility for the general maintenance and efficient performance of equipment in the laboratory.
2. Have responsibility for careful use of available resources.
3. Have responsibility for cataloguing, monitoring and ensuring adequate levels of stock.

**Internal and External Relationships:**

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Some liaison with sales representatives.
3. Liaison with collaborators from other departments/institutions as necessary.

**ESSENTIAL CRITERIA:**

1. \*An academic and/or vocational qualifications at OND/ONC or NVQ level 3 and above in a relevant subject (or equivalent).
2. \*At least 2 year's relevant work experience to include:
  - Experience of working in a store.
  - Experience of stock control.
3. Understanding of relevant regulations and procedures including Health and Safety requirements.
4. IT skills.
5. Good communication and interpersonal skills.
6. Ability to develop and demonstrate standard equipment and techniques.
7. Ability to work within established procedures but with minimal supervision.
8. Ability to plan own work schedule responding to new pressures and adjusting priorities.
9. Problem solving skills.
10. Ability to work effectively in a team and as an individual.
11. Ability to work safely in a laboratory based environment.
12. Occasional work outside normal hours as required.

**DESIRABLE CRITERIA:**

1. Experience with compressed gases and cryogenic vessels.
2. Experience of QFIS or other financial management systems.