UNIVERSITY OF WARWICK

Job Description

Job title	Stores Coordinator
Department	School of Life Sciences
Grade	FA3

Job purpose (a brief summary of the role)	To provide exceptional customer service contributing to the running and maintenance of an effective and efficient Stores facility. To ensure all goods are properly received and issue stock equipment and materials as appropriate, complying with Health & Safety regulations and guidelines at all times. Contribute to the day-to-day support of research and teaching laboratories within the School of Life Science (SLS), Warwick Medical School (WMS) and appropriate RTPs at GH campus.
Duties and responsibilities	**Stores Operations: (40%)** • To provide the initial point of contact for a customer-facing stores service, including troubleshooting, advice, guidance and support, where appropriate for the ordering, receipt, issue and return of goods. This may include information and advice on new and best/appropriate products, stock lines, special orders, pricing, equipment and dangerous goods. • Manage the stores online user query form, providing sufficient technical information for clarification of issues, query resolution and sign-posting to services. • Maintaining stock records using the SAP finance system to run reports to ensure that sufficient stock items are always available to end users. • Responsible for checking the quantities and condition/dates of items held in the Stores and to liaise with the Stores Manager to arrange for replenishment where necessary, including alerting the Stores Manager to any stock losses. Ensure that all goods required by the School's user community are available when required and that good stock rotation practices are in place. • To liaise with suppliers on delivery schedules. • Maintain and restock remote, stores held in outlying buildings ensuring stock is stored in correct locations. • To maintain and record stock inventories (including chemicals/hazardous chemicals – LabCup inventory), ensuring barcoding, entering stock movements in a timely manner, requiring attention to detail ensuring that stock records are up to date and accurate including participating in regular stock counts as necessary in line with policy. • To maintain records to ensure that users are appropriately charged for stock issues and electronic/hard copies are completed and available for financial query or auditing purposes. Assist the stores manager and finance team on investigating financial queries relating to missing or incorrect products, liaising with others, where appropriate, to resolve queries • Maintain excellent housekeeping standards to ensure that the stores area is kept neat and tidy and that goods and staff are safeguarded (including ensuring the stores is not left unattended whilst open). Ensuring safe disposal of waste chemicals, safe practice in the storage and issuing of chemicals and to facilitate the safe and efficient operation of the Stores. • Reporting issues on maintenance and upkeep of stores equipment and infrastructure including raising requests with school workshops or university estates as appropriate

- Responsible for administering courier services, including booking items on to the website for delivery/returns and all administration/email queries relating to this and in liaison with the Finance team where appropriate, to include the five DNA sequencing schemes in operation ensuring items are processed accurately

- Responsible for processing Stratford campus weekly order requests, picking stock and advising on, or undertaking, delivery of stock to the satellite campuses using university vehicles, this may include collection or delivery of misdirected items to other departments within the University.

- To issue certain items of equipment and tools including checking user eligibility and keeping accurate records of issue and return including checking that items are returned in good condition/alerting the appropriate responsible staff where damage has occurred, eg centrifuge rotors.

- Responsibility for handing out and receiving room keys including taking/returning cash deposits and balancing float accurately.

- To deputise appropriately for the Stores Manager as required in respect of the smooth operation of day to day stores services dealing with enquiries, determining schedules and priorities with reference to Senior Managers, where appropriate.

Goods Inwards (40%)

- To provide an accurate, responsible and coordinated process for receipt/storage/onward journey of all goods incoming the stores, including unloading and mechanical handling, ensuring that deliveries are dealt with efficiently and ensuring the secure and safe handling of goods at all times and prompting end users that their items have arrived including ensuring that items are safeguarded to prevent deterioration prior to collection. It is essential that all activities are in accordance with all relevant health and safety guidelines.

- These will include the receiving and safe custody and timely distribution of dangerous/specialist goods to maintain integrity of products and ensure safety in line with datasheet product information and storage requirements in liaison with research, teaching and other colleagues, e.g. radioisotopes and DEFRA licensed products; temperature controlled goods; high value products and equipment .

- To check goods are received in good condition, and to check goods against delivery notes and valid purchase order to ensure that the School is only invoiced for the correct items. Includes processing of accurate goods receipt transactions on SAP to minimise errors, where applicable.

- To ensure that inbound assets are promptly and accurately recorded in the School's assets register Q2 in accordance with standard operating procedures and ensure that the compliance team is in receipt of all information relating to statutory items.

- To collect and distribute cryogenic materials such as dry-ice and liquid Nitrogen, this will include responsibility for dispensing liquid nitrogen into Dewars to the School's user community ensuring all H&S policies are followed and correct PPE worn. Training in handling cryogenic materials will be provided.

- Responsible for the safe storage and delivery of all gases used within both schools. Deliver and remove gas cylinders to point of use as required, gas cylinder training will be provided.

General Duties (10%)

- Responsible for three tip recycling schemes ensuring no contaminated materials are returned to the suppliers

	• Responsible for laundry services, liaising with laundry company to ensure labcoats are returned and processed correctly and in a timely manner to avoid shortfalls. • Work to appropriate H&S standards, keeping up to date with any Health & Safety training modules as required. **Departmental Vehicles (10%)** • Oversight of departmental vehicles – assisting the stores manager with administration in relation to maintenance, facilitating servicing, repairs, routine safety checks including cleaning, tyres and undertaking pre and post use checks. • Undertake user inductions to ensure safe operation and understanding for those whose operations require vehicle access. These duties and responsibilities outlined are not intended to be an exhaustive list but provide guidance on the main aspects of the job. The postholder will be required to be flexible in their duties.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Vocational qualification NVQ Level 1 or 2 or education to GCSE level or equipment, or, experience in a similar or related role.	A & C
E2	Excellent interpersonal/customer service, written and verbally communication skills in order to provide and exchange basic information.	A & C
E3	The post requires a high level of computer proficiency.	A & C
E4	The ability to follow processes and flexibility to learn new processes or practices within own area.	A & C
E5	The ability to manage data with accuracy and demonstrate excellent attention to detail.	A & C
E6	Good organisational skills.	A & C
E7	The ability to prioritise and manage peaks of activity.	A & C
E8	General H&S awareness and understanding with regard to safe working practices.	A & D

E9	Knowledge of, and ability to operate and set up, specialist equipment (including on the job training).	A & C
E10	Ability to interpret guidelines, Standard Operating Procedures and Risk Assessments.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	The post-holder will ideally have previous experience in a stores or stock control environment.	A & C
D2	Awareness of budget responsibility, cost consciousness with some responsibility for cash/transactions processing.	A & C
D3	An understanding of the consumables and equipment used in a life sciences environment would be helpful.	A & C
D4	Awareness of the H&S requirements of the stores area and in life science laboratories more generally.	A & C
D5	A full and current driving licence that entitles you to drive in the UK without restrictions.	A & C