Technician, Biology, Stores

Department: Biology

Hours of work: Full Time, 37 hours a week

Contract type: Open

Salary: £23,487 - £26,341 per year
Introduction

The Department of Biology is looking for a Stores Technician to provide a high-quality stores service to Biology, YSBL, Natural Sciences and YBRI. The post present an exciting opportunity to provide a service to teaching and research staff which in turn underpins departmental objectives in pioneering global research, technologies and supporting teaching activities in a Russell Group University.

As a department we strive to provide a working environment which allows all staff and students to contribute fully, to flourish and to excel. We aim to ensure that there is a supportive culture at all levels and across all staff groups. We promote good practice and a strong culture of equality in higher education and are proud of our Athena Swan Gold Award.

Further information can be found on our website: https://www.york.ac.uk/biology/

The department is committed to the development of technical staff and the University of York is a signatory of the Technician Commitment. A sector-wide initiative led by the Science Council, supported by the Gatsby Foundation to help address key challenges facing technical staff working in research. The Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research across all disciplines.

Main purpose of the role

The role will provide a comprehensive stores service, undertaking customer focused duties such as a counter service as well as more general stores duties, receipting and processing goods in and processing in-house stock requisitions and orders out to suppliers. There will be ordering of consignment stock, gas cylinder management and processing of waste and specialist materials used for biological research. The department operates a courier service for biological materials to be sent around the world to other research and commercial collaborators, you will be expected to complete a weeklong course to learn about the rules and guidelines for packaging and processing biological samples. There will be various administrative duties, supervision of the team when the team leader is absent and training of new staff and the apprentice.

The post is part of a larger team of technical staff supporting the Department.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Carry out routine tasks, often working from written/verbal instructions
  - For example, processing goods in and out of stores
- Under direction, perform tasks in accordance with the aims and objectives of the work area, raising any issues with senior staff
  - For example, monitoring stock levels, liaising about supplier issues
- Operate lifting equipment
  - Motorised pallet truck and mini forklift
- Apply knowledge to solve routine problems and use initiative
  - For example, monitoring workload in the goods inwards area, prioritising work when busy
- Work effectively with staff, providing technical advice in relation to the work area and techniques used
- Advising staff of the best form of transportation and unpacking of biological materials for the courier service
- Maintain a clean and safe working environment, including the routine maintenance and repair of equipment
- Understand, promote, and apply relevant COSHH/risk assessments and departmental health and safety protocols ensuring procedures are followed at all times
  - Important when moving gas cylinders, unpackaging hazardous materials and processing laboratory waste
- Maintain accurate records of work undertaken, using appropriate IT software
  - Become fully competent in the use of YEP2 and Agresso software systems as required
- Assist with general administrative tasks associated with the operation of the work area
  - Processing cross charges, management of courier service administration
- Assist with purchasing including ordering and distributing goods
  - Use of purchasing and accounting software systems, YEP2 and Agresso
- Provide local inductions, training and demonstrations of processes and equipment in the work area
  - For example, the stores team and new staff in the use of YEP2
- To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies
  - Attending working groups about changes to processes, software, and relevant financial policies
**Person specification**

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A level, HNC, or equivalent experience</td>
<td>Essential</td>
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<td>IATA courier qualification or willingness to work towards accreditation</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of relevant safety regulations &amp; procedures, for example COSHH and risk assessment in a store’s environment</td>
<td>Essential</td>
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<td>Awareness &amp; understanding of the operation in a stores area</td>
<td>Desirable</td>
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<td>Relevant theoretical knowledge in a stores area</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to perform practical tasks to a consistently high standard with attention to detail</td>
<td>Essential</td>
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<td>Manage own time, use initiative, work to deadlines, and seek advice where necessary</td>
<td>Essential</td>
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<td>IT skills for a wide range of applications inc. Google Apps, Excel, Word</td>
<td>Essential</td>
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<td>Ability to work on own initiative and as part of a team</td>
<td>Essential</td>
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<td>Ability to operate standard stores equipment</td>
<td>Essential</td>
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<td>Ability to write standard reports in own work area</td>
<td>Desirable</td>
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<td>Ability to assess non-routine problems by suggesting solutions</td>
<td>Essential</td>
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<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Theoretical and practical experience of carrying out relevant stores processes and activities</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Actively demonstrate commitment to professional development, advance knowledge, understanding &amp; competencies</td>
<td>Essential</td>
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<td>Dependable, reliable, and self-motivated</td>
<td>Essential</td>
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<td>Good interpersonal skills and the ability to communicate effectively with staff &amp; students</td>
<td>Essential</td>
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<td>Maintain a positive, open attitude toward others, to value and support colleagues, to adapt to change quickly and easily and demonstrate personal resilience</td>
<td>Essential</td>
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