



Further Information

Stores Technician [Temporary Cover]
University Biomedical Services



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Job title	STORES TECHNICIAN [Temporary Cover]
Grade	3
Salary range	£23,144 - £25,742
Staff Group	ASSISTANT
Department / Institution	UNIVERSITY BIOMEDICAL SERVICES

Role-specific information

The principal objective of the role is to assist the Chief Stores Technician in providing an effective and efficient service within the Stores/Purchasing Section of the facility. The role holder is responsible for the efficient and smooth running of the stores at University Biomedical Services.

The role holder will work within a stores environment, providing a first class service to researchers and animal technicians.

The role holder is required to:

- Process and obtain authorisation of orders
- Answer staff and supplier order queries
- Process goods in and goods out
- Arrange the delivery of Animals to other Departments
- Process supplier Invoices
- Provide staff cover for the Chief Stores Technician during periods of annual leave and sick leave

Key Responsibilities

Stock Control

Overseeing the inventory stock to the value of up to £60,000

Maintenance of stock levels, ensuring that items required are at an appropriate level. This involves using own initiative in anticipating need to ensure that the correct items and amounts are available. To replenish stock and arranges the purchasing of non-stock items.

Annual stock take.

Maintenance of the stock control database (Stock-it), monitoring on a regular basis to ensure data integrity.

Orders and delivery processing

Creates orders and authorises using the CUFS Financial system. Checks VAT rates that are appropriate to the order, prints the orders and VAT certificates before dispatching them by post, fax, web or telephone. Progress orders with suppliers as necessary.

Makes decisions on routine order approval within approved limits. Higher value purchases are



made in conjunction with the Facilities Director and Deputy Director, Facilities and Operations.

Sources items that are required, making sure that best price and quality are purchased, and that any discounts available are taken. Ensures suppliers provide all data sheets that are required to confirm to department policy and Health and Safety requirements. (H&S)

Unloading and checking the quality and quantity of deliveries against the delivery advice notes, noting any discrepancies and querying them with the supplier and then organising the storing the deliveries.

Entry of goods received onto the UFS ordering system, prior to matching it with the invoice received, which is then passed onto accounts.

Support the in house van delivery service between facilities on the Cambridge Biomedical Campus, as well as with other departments throughout the University.

Specialised Orders

Responsible for making sure that animals delivered from suppliers, checked against delivery note and order. Notify animal technicians of their arrival to maintain best practice in animal welfare. Upkeep of spreadsheets to record animal delivery details.

Taking items from consumables stores and delivering with a copy order to the laboratory concerned.

Purchasing and secure storage of controlled drugs (from Named Veterinary Surgeon) and hazardous chemicals. Details recorded in specialist log books

In liaison with Cagewash, organising the appropriate level of laundry service as required by the biofacilities and laboratories, i.e. scrubs, laboratory coats and towels on a twice weekly basis.

Waste Disposal

Removing animal & hazardous waste from the building and placed in to the hazardous waste yellow bins (including sharps and GM autoclaved waste and animal tissue for incineration). Shredded confidential paper sacks disposed of by incineration also.

Removal and ensuring use of appropriate waste facilities.

Liaison with Council and Commercial Waste Services to ensure provision of the most appropriate and prompt collection service disposing of all waste in the correct and appropriate manner in line with University policy

Gas Cylinders

Organising the transporting and changing of laboratory and biofacility gases i.e. oxygen, nitrogen, nitrous oxide, helium, liquid nitrogen and dry ice within the buildings as required.

Health and Safety

The role holder is responsible for conducting duties, following all appropriate Health and Safety procedures and protocols compliant with the Health and Safety Executive (HSE), under the guidance of the Department Safety Officer.

Issuing "Permit to Work" forms for external contractors and ensure that contractors / EMBS staff completes the permit to work application form in correspondence with Facilities team.

Person Specification



Education and Qualifications

- Good all round education, including English and Mathematics.

Knowledge and Skills

- Computer literate, able to use Microsoft office programmes
- Detailed, accurate record keeping is essential
- Working experience of computerised database for record keeping (Stock-It System) or similar
- Knowledge of purchasing/category codes within the UFS system desirable
- Good interpersonal and written communications skills essential, able to communicate with staff and researchers at all levels

Relevant experience

- Working within a stores environment essential

Additional Requirements

- Ability to organise own workload and prioritise tasks
- Ability to apply statutory and institutional regulations and best practice

Terms and Conditions

Location	South Cambridge
Hours of work/ Working pattern	Full Time, 36.5 hours per week, Monday to Friday. Your times of work will be notified to you on appointment.
Length of appointment	Fixed Term for 12 months. Role shall provide temporary cover during the absence of another member of staff who is seconded elsewhere.
Probation period	3 months
Annual leave	Annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.
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.

Screening 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/>).

This role requires a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University.

The nature of this role means that the successful candidate will also need to undergo a health assessment.

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.



If you have any questions about this vacancy or the application process, please contact ubsrecruitment@admin.cam.ac.uk.

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 (<http://www.accommodation.cam.ac.uk/>) 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 other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - 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.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-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.hr.admin.cam.ac.uk/hr-staff/information-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 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we 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. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to



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accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Andrea Franklin who is responsible for recruitment to this position, on ubsrecruitment@admin.cam.ac.uk or 01223 766952.