

Post Details		Last Updated: 06/07/2015	
Faculty/Administrative/Service Department	Estates and Facilities Management (E&FM)		
Job Title	Stores Assistant		
Job Family	Professional Services	Job Level	2a
Responsible to	Stores Manager		
Responsible for (Staff)	N/A		

Job Purpose Statement

To work alongside Stores Manager to deliver an effective operational store function, ensuring sufficient stocks are available in order that maintenance works can be undertaken around the University

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Assist with ensuring sufficient stock levels are always maintained to serve the University's needs
2. Assist with liaising with project and development teams to ensure new items are identified in terms of stock holding and provide advice on which items of stock have a more beneficial life cycle, particularly in terms of VFM
3. Identify new solutions for stores handling and processing, developing these in conjunction with the Stores Manager
4. Work to maintain quality records, to ensure stock levels are maintained in a manner which may be subject to audit anytime.
5. Assist management of items outside stock, which are held to ensure E&FM staff can attend to any emergency
6. Assist in the maintenance of emergency stores provision, in conjunction with Security and other Stakeholders as required
7. Fully ensure that the Stores Department works to an effective environment process, ensuring operation in line with the demands of this area

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Problem Solving, Accountability and Dimensions of the role

Due to the nature and regularity of the tasks, the post holder will be expected to carry out the majority of tasks such as ordering, chasing and checking deliveries, resolving supply issues and making invoice payments with minimal supervision, following an initial period of training and acclimatisation. The accuracy of the work completed, will be checked by the line manager. The post holder will be expected to exercise initiative and judgement and question the appropriateness of an order, whilst applying their knowledge and experience to take the correct course of action. Routine problems will arise, requiring the application of the post holder's knowledge and experience to resolve, it is expected that more complex issues/problems are referred upwards to the Stores Manager.

The post holder will deal with both academic and support staff throughout the University, advising them on facilities related products, which are either in stock or can be readily procured via University preferred suppliers or suitable sources.

The post holder will assist the Sores Manager to control the stock levels and procurement of replenishment stocks held in both the main and offsite satellite stores that come under the control of the E&FM department. This will include all maintenance stock, Large/small white goods, cleaning consumables, chemicals, and janitorial equipment, required to facilitate the upkeep and smooth running of both student residences and academic buildings on campus. This may involve working from either Stag hill or Manor Park sites. Also ensuring that all tools and equipment used by operational staff, including controlling the emergency store's stock of ladders, radiators and other expensive equipment, are fully maintained and calibrated and ready for use at all times. There is a strong emphasis upon Health and Safety required, particularly relating to equipment condition.

The post holder will be expected to have a good working knowledge of COSHH requirements and Risk Assessments, ensuring along with the Stores Manager, that these are updated on a regular basis. Support the Stores Manager to ensure appropriate levels of PPE and safety equipment are held to facilitate the safe working practices highlighted within the COSHH data

The University Finance Regulations requires there to be an annual stocktake carried out for all the E&FM stores. The post holder will be expected to assist with this.

During unforeseen quiet periods the post holder may be expected to support other units that are part of the E&FM team, with absence cover, within a similar role

The post impacts across the University in terms of its provision of service. It is not responsible for the Supervision of other team members, although the post holder will occasionally deputise for the Stores Manager during periods of absence or non-availability.

The Post Holder does not have any budget responsibility

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		
GCSE Level (numeracy and literacy) or relevant work experience / vocational qualifications		E
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Some experience in similar or related role	E	2
Good keyboard skills and working of Microsoft office, email the internet and database entry	E	2
Basic knowledge of COSHH/Risk assessments relating to handling of hazardous materials	D	N/A
Special Requirements:		Essential/ Desirable
Ability to occasionally work outside regular hours. i.e., during stock take		E
Ability to bend, lift and carry reasonable loads within H&S guidelines		E
Must be able to drive and hold a current full UK drivers' licence, or equivalent allowing driving in the UK		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3

Communication	2
Adaptability / Flexibility	1
Customer/Client service and support	2
Planning and Organising	1
Continuous Improvement	1
Problem Solving and Decision Making Skills	1
Managing and Developing Performance	1
Creative and Analytical Thinking	1
Influencing, Persuasion and Negotiation Skills	1
Strategic Thinking & Leadership	1

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information/Relationships

The post holder will work closely with Stores manager, providing occasional cover during periods of absence. Liaise with all trades teams to ensure their needs are met and stock is available for them to carryout their duties efficiently and promptly.

Occasionally work with project teams to ensure project stock items are ordered and stored at the appropriate times

Liaise with University departments to ensure their request for materials are met

Department Structure Chart

