POSITION DESCRIPTION

Position Title: EAIT Stores Officer
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: NEW
Type of Employment: Full time, Continuing
Classification: HEW Level 4

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Engineering, Architecture and Information Technology (EAIT) comprises the Schools of Chemical Engineering, Civil Engineering, Information Technology and Electrical Engineering, Mechanical and Mining Engineering, Architecture, and the Advanced Water Management Centre. The Faculty has more than 300 academic and research staff and over 5,000 students, including 3,500 undergraduate engineering students and 500 PhD students.

The high student demand and lower than average attrition rates reflect the quality of our teaching and learning initiatives. The Bachelor of Engineering program is one of the leading engineering degrees in Australia with over 1,000 high quality students enrolling in first year. With a research budget of over $60 million, the Faculty has a substantial reputation for research excellence. Engineering at UQ was one of only three universities to receive the highest ranking in the recent national ERA assessment, with all disciplines assessed at being above or well above world standard.

The Faculty invests significant resources in attracting and retaining the best staff and students, and ensuring that they are provided with the appropriate infrastructure and support. An unprecedented investment in building and refurbishment has seen upgrades to much of the Faculty’s precinct over the last few years. The centerpiece is the $135 million Advanced Engineering Building, which was completed in June 2013 and is home to the School of Civil Engineering and its Geotechnical Engineering Centre, the Queensland Centre for Advanced Materials Processing and Manufacturing (AMPAM), and leading teaching and learning spaces.

Further information on the Faculty may be accessed at http://www.eait.uq.edu.au/.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The EAIT Stores Officer will be responsible for the day-to-day operations of the EAIT Delivery Point. The position will manage the safe receipt and dispatch of chemicals and hazardous goods, associated administrative functions, and contribute to the maintenance of the Faculty’s inventory systems and databases.

Duties

Duties and responsibilities include, but are not limited to:

- Oversee the day-to-day operation of the EAIT Delivery Point by processing incoming and outgoing goods including any associated logistics.

- Receive incoming goods and check deliveries against an orders list.
• Work with Finance staff to assist with the administration of invoices from purchase of goods.
• Provide safe storage and handling of all goods processed through the delivery point, including chemicals, gas cylinders, scientific samples and laboratory consumables.
• Identify goods that require specific storage requirements, i.e. temperature sensitive materials, and ensure that they are properly stored until collected.
• Notify EAIT staff and students of the arrival of goods.
• Coordinate update of Chemwatch Gold FFX inventory with laboratory staff and manage upload of manufacturer or CREDO Safety Data Sheets.
• Develop and maintain a database of chemical storage locations and contacts.
• Perform record keeping tasks to ensure appropriate maintenance of the Faculty’s asset records as required.
• Provide advice to building occupants on the packaging of outgoing goods, including Dangerous Goods and IATA requirements.
• Process outgoing goods and maintain an accurate register of goods dispatched from the store.
• Oversee, and provide advice on, the safe removal of chemical waste by UQ Science Store.
• Provide training in EAIT Delivery Point procedures to relief staff as required.
• Maintain and contribute to a store procedures manual.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the EAIT Facilities Manager.
SELECTION CRITERIA

Essential

- Associate diploma or certificate level qualification in a relevant area with relevant work related experience; or an equivalent combination of relevant experience and/or education/training.
- A minimum of two years’ experience in a scientific store environment with strong client service orientation.
- Knowledge of basic store procedures including stock management and receipting of goods.
- Experience with the handling of deliveries containing chemicals or scientific samples.
- Willingness to undertake specialist training at an appropriate level.
- High level of accuracy, attention to detail and interpersonal skills.
- Proficiency with advanced computer applications and the use of databases.
- Problem solving and exceptional organisational skills.
- Capacity to liaise effectively with a wide range of people; staff, students, couriers, freighting companies, company representatives.
- The ability to meet deadlines and to follow tasks through to completion.
- The ability to work effectively both independently and in a team environment.

Desirable

- Experience with Chemwatch Manifest software.
- Logistical experience including the use of materials handling equipment.
- Currently hold, or have the ability to obtain, a license to perform High Risk Work for the operation of a Forklift.
- Driver’s License (Class C Motor Vehicle).
- Knowledge of waste disposal, environmental management and spill control as outlined in the University’s EMS policy.
- Experience with barcodes in stock control and point-of-sale applications.
- Knowledge of OHS safety risk management principles.
- Knowledge of UQ policies and procedures.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. Applications are also encouraged from women.