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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland’s Institute for Molecular Bioscience (IMB) is a leading global life sciences research institute committed to improving quality of life through research. IMB was established in 2000 as UQ’s first research institute and is the cornerstone of one of the largest bioscience research precincts in Australia.

The Institute is home to more than 450 researchers, postgraduate students and support staff from more than 40 countries who work in partnership with their academic, industry and clinical colleagues around the world to advance knowledge in areas including pain, rare diseases, inflammation, superbug infection, cardiovascular disease, environmental research, drug discovery and development, cancer, diabetes and obesity, and reproductive health. Our mission is to drive the bioeconomy and create better health; our vision is to be a life sciences institute with global impact.

By investigating how we grow and develop at the genetic, molecular, cellular and organ levels, IMB researchers can better understand the development processes and pathways involved in human and animal health and disease. The institute also has the technical capacity to translate its new knowledge into drugs, diagnostics and technologies to more effectively prevent, detect and treat disease; and pursue opportunities in a range of biotechnology applications for health, industry and the environment.

IMB’s research outcomes are protected and commercialised by UQ-owned technology transfer group UniQuest.

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

To perform store-related and customer support duties and provide a high level of customer service to clients of the Queensland Bioscience Precinct (QBP) Consumables Store.

Duties

Duties and responsibilities include, but are not limited to:

- Ordering stock from external suppliers – negotiating price and sourcing alternative supply where necessary.
- Maintaining store stock inventory, identify and forecast shortfalls and source alternatives where necessary.
- Assist Store Supervisor in day to day running of store.
- Act as second in charge and cover absences of supervisor.
• Provide quality service in serving clients at the service counter and in response to client inquiries.
• Receiving and checking deliveries against orders, putting stock out for unpacking, being aware of the nature and type of goods (chemical, biological and general consumables) used by the research staff and implications with respect to safety, storage and handling within the store.
• Identification of handling and storage requirements of incoming items according to any special requirements and compliance with those requirements – temperature, quarantine, DG class, storage segregation.
• Notifying staff of the arrival of goods.
• Maintain register of deliveries.
• Processing invoices, i.e. checking goods received, amounts and prices, and passing to the purchasing officer of relevant organization for processing and payment.
• Manual handling of incoming goods and restocking shelves, as required.
• Picking of customer orders ensuring correct supply quantities.
• Filling nitrogen PLCs and storage vessels in the Cryo Store, monitoring and recording deliveries of bulk gases.
• Assisting Store Supervisor with stocktakes as directed.
• Assisting in the compilation of stock evaluation and stock discrepancy reports as required.
• Any other duties as directed by the Store Supervisor.

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 of 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 Store Supervisor, Bob Allen.
SELECTION CRITERIA

**Essential**

- Associate diploma or certificate level qualification in a relevant area; or an equivalent combination of relevant experience and/or education/training.
- Knowledge of basic store procedures including:
  - receipt of goods
  - stock location systems
  - sale/issue of stock to customers
  - stocktaking procedures
  - storage requirements for stock items
  - safety requirements for stock items
- Proficiency with basic computer applications.
- Effective communication skills.
- Capacity to relate well to and to liaise effectively with a wide range of people, including staff, students and suppliers.
- High level of accuracy and attention to detail.
- Capacity to meet deadlines and to follow tasks through to completion.
- Capacity to work effectively in a small team environment.
- Strong client service orientation.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.