POSITION DESCRIPTION

Stores Assistant

Position Level | 4
Faculty/Division | Science
Position Number | 00193326
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Position Summary

The Faculty of Science teaches approximately 7000 full-time student equivalents, with an academic staff of approximately 500 and general staff of 300. The Faculty is one of the largest and most complex faculties of UNSW Sydney. It comprises the School of Aviation, Biological Earth and Environmental Science (BEES), Biotechnology and Biomolecular Sciences (BABS), Chemistry, Materials Science and Engineering (MSE), Mathematics and Statistics, Psychology, and Physics. It also includes several major Research Centres and field stations.

The Precinct Services is made up of Upper and Lower Campus Stores and Workshops. The team provides a range of research and teaching support services to all Faculties and Divisions, on and off campus through centrally managed procurement services, logistics management (internal and external) and equipment repairs, maintenance, and design.

Precinct Services is designed to achieve alignment between the University’s service offerings and Research and Teaching goals.

The Store Assistant will assist in the daily operation of the Store and provide a broad range of general administrative and financial duties under the direction and guidance of the Precinct Services Manager. This position will support the delivery of Store services to achieve work related to the goals and initiatives of the upper and lower campus stores and may require some manual handling tasks associated with the role including frequent movement, bending, lifting, pushing and/or pulling.

The Stores Assistant reports to the Precinct Services Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist in the day-to-day operation of Precinct Services Stores as directed by the Precinct Services Manager, including general or financial administration and specific enquiries.
• Provide excellent customer service including advice to customers on Store products, correct PPE, Store procedures, stock availability and other Store services.

• Receive and receipt deliveries relating to Store inventory, safely unload and re-stock goods, and ensure correct handling and storage procedures are followed.

• Receive and log UNSW deliveries from external suppliers, ensure the correct storage and handling and prompt dispatch to UNSW customers. Follow strict protocols around specific chemicals, samples and other sensitive deliveries.

• Process internal Store orders in a timely manner, ensure any dangerous goods are labelled, barcoded and logged correctly within UNSW's inventory system.

• Follow strict protocols around specific chemicals, sample and animal deliveries. Assist with large equipment deliveries for precinct when required which may involve heavy lifting, bending, pushing and/or pulling.

• Assist with the maintenance of UNSW's chemical management system on behalf of the Store ensuring chemicals are logged and disposed of correctly and in accordance with Store operating procedures.

• Follow and contribute to Store procedures, this includes everyday operational and Health and Safety.

• Monitor and advise Purchasing Officer in a regular basis on stock levels of goods held in store to maintain stock at acceptable levels.

• Handle the receipt and dispatch of centrally managed services such as laundry and critical samples which may involve bending, lifting, pushing and/or pulling.

• Maintain a clean and safe working environment for both staff and customers.

• Assist in stock take as required.

• Assist in the procurement of specific/specialist items when requested.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

Skills and Experience

• Demonstrated experience in a purchasing and stores environment or other relevant knowledge and experience gained through a combination of education and training.

• Excellent communication, client liaison skills and a commitment to providing high level customer service.

• Good computer skills and competent in the use of Microsoft Office applications with experience in using an online purchasing system and willingness to learn additional software packages.

• Ability to prioritise work tasks and meet deadlines.

• Demonstrated ability to safely perform manual handling tasks and use equipment.

• Knowledge in the handling of dangerous goods and demonstrated experience and/or training.
• Ability to work well as part of a team.
• Must hold a NSW high risk work licence.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-Employment Checks required for this position
• Functional Capacity Assessment

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.