POSITION SUMMARY

This Store Officer position will perform key operational duties in the Chemistry Store. Working closely with the Store Manager, the position holder will be responsible for fulfilling internal requisitions, processing incoming deliveries and managing stock. Excellent customer service skills, effective time management, adept organisational ability and meticulous attention to detail are essential attributes required for this position.

ORGANISATIONAL ENVIRONMENT

The School of Chemistry Store supplies internal UNSW customers with chemicals and consumables that are critical for daily operation of teaching and research laboratories. As well as the School of Chemistry, the Store serves a number of other schools and centres that specialise in the chemical sciences, including the School of Chemical Engineering and the School of Material Science and Engineering. The Store processes in the region of 6,000 requisitions a year for goods ranging from flammable solvents, compressed gas cylinders, acids, bases, toxic substances, glassware, stationary and paper.

The School of Chemistry at UNSW is one of Australia’s leading centres for undergraduate and postgraduate teaching and research in chemistry. The School teaches more than 1500 undergraduate students each year from many different faculties, and offers four different undergraduate programmes leading to majors in chemistry.
The School of Chemistry has 24 Academic staff, >25 Postdoctoral staff, >130 research students supported by 18 Administrative and Technical Staff with 12 laboratories dedicated to research and 4 teaching laboratories. Since the beginning of 2007, all research and laboratory teaching in the School has been housed in new or refurbished laboratories. These new laboratories meet or exceed all current safety requirements and provide a bright and pleasant working environment.

Research in the School covers the broad areas of molecular devices, bioactive molecules, and chemical and biological catalysis. Students studying Chemistry at UNSW learn from acknowledged leaders in chemical research.

Reporting Relationships
The position holder will work as part of a team of Professional Staff in the School of Chemistry and will report to the Laboratory Manager.

KEY DUTIES & RESPONSIBILITIES

Level 5

• Accurately fulfill requisitions for collection in a timely manner.
• Keep stock organised.
• Ensure that all areas of the Store are kept tidy.
• Maintain stock levels according to set thresholds.
• Manage stock replenishment.
• Receive, receipt and register deliveries of orders from external suppliers.
• Determine and implement efficient workflows for Store processes.
• Provide informed customer service.
• 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
• Other duties as directed by the Laboratory Manager
Level 6

In addition to the above:

- Review sales history and determine stock holdings and replenishment threshold levels.
- Accurately maintain the Store Catalogue and chemical inventory system.
- Ensure that chemicals are stored according to compatibility.
- Review relevancy of old stock and identify and source new items of stock.
- Review, determine and implement safe chemical handling protocols for the Store, including transport of dangerous goods to and from storerooms.
- Ensure data integrity and consistency in financial and requisition/inventory systems.
- Trouble-shoot errors and discrepancies.

SELECTION CRITERIA

Essential

Level 5

- Completion of a degree in chemical science or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Experience in the safe handling and storage of chemicals.
- Demonstrated competency in using information management systems and related software.
- Demonstrated initiative and a high level of self-motivation.
- Proven organisational and administrative skills
- An ability to work as part of a team, to meet deadlines and to prioritise competing demands.
- High level of interpersonal skills and demonstrated competence in dealing with a wide range of people.
- Excellent oral and written communication skills.
- Full, valid driving licence.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
- Knowledge of EEO/AA principles.
Level 6

In addition to the above:

- Extensive relevant knowledge and expertise gained through specialised training and/or work experience.
- Proven ability to apply knowledge and experience to analyse, interpret and comprehend issues.
- Demonstrated ability to apply, interpret, advise on the development of policies, systems, procedures and guidelines
- Demonstrated ability to set priorities and monitor workflows.
- Demonstrated experience in investigating issues and solving problems.

Desirable

- Experience working in chemical stores.
- Previous experience in a tertiary or educational environment.
- Knowledge of university policies and procedures.
- Forklift driving licence.

PROGRESSION STATEMENT

The incumbent will normally be expected to have reached the top step of level 5 prior to progression to level 6. Criteria for progression to level 6 will be based on satisfactory performance of all duties and accountabilities at level 5 and a demonstrated capacity to take on the duties and accountabilities of the position at level 6.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.