Stores Technician
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

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**Vacancy Reference:** 1789576  
**Job Title:** Stores Technician  
**Department:** Sainsbury Wellcome Centre  
**Salary:** £28,574 - £33,487 per annum inclusive of London Allowance.  
**Grade:** 6  
**Hours:** 36.5 per week (full-time, 1.00 FTE)  
**Reports to:** Stores and Logistics Manager

**About the Sainsbury Wellcome Centre**

The Sainsbury Wellcome Centre (SWC) commenced research operations in Spring 2016 bringing together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at [www.ucl.ac.uk/swc](http://www.ucl.ac.uk/swc).

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: [http://www.ucl.ac.uk/slms/about-us](http://www.ucl.ac.uk/slms/about-us). The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Science and Life Sciences.

Further details about UCL can be found at [www.ucl.ac.uk](http://www.ucl.ac.uk).

**Professional Services at the Sainsbury Wellcome Centre**

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational Development team ([https://www.ucl.ac.uk/human-resources/learning-and-development](https://www.ucl.ac.uk/human-resources/learning-and-development)), who run a wide range of training programmes for all staff types and grades.
SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: [http://www.ucl.ac.uk/hr/benefits/employee_benefits.php](http://www.ucl.ac.uk/hr/benefits/employee_benefits.php).

The Role of the Stores Technician

You will support the Stores and Logistics Manager with the day-to-day stores function, providing an efficient in-and-out goods service that meets the needs of staff, students and visitors within the SWC building. In the Stores and Logistics Manager’s absence, you will also assume responsibility for the Stores and all delivery logistics.

You will adhere to the stores’ standard operating procedures but will need to use your own initiative and judgement in prioritising tasks to ensure that the scope of service is met, whilst referring complex problems or issues of policy to the Stores and Logistics Manager and/or research Group Leaders where appropriate.

This post is funded until 31 July 2021 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, it is anticipated that staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

- Issuing Stores stock based on in-person, e-mail or telephone requests made by members of staff, students and authorised visitors, and keeping a record on the Epos system.
- Act as a next point of contact (after the Stores and Logistics Manager) for staff and students on queries or issues relating to purchasing, including advising and guiding on purchasing regulations and related UCL procedures.
- Re-charging stock issued to other Departments via eIDT (electronic Inter Departmental Transfer).
- Dealing with deliveries to the loading bays and operating the vehicle turntable as required, ensuring the security of the building is maintained at all times, including routine scanning and x-raying of suspect packages.
- Receiving, checking, storing, and receipting deliveries using the MyFinance system, and subsequently informing end users of deliveries. This includes time management to ensure that all deliveries received are either taken to the end user, or that the end user has been notified of their delivery's arrival.
- Ordering stock, restocking shelves and maintaining impressed stock systems.
- Working collaboratively with, and supporting the work of, the Laboratory Aides, ensuring effective communication of stock needs and assisting with orders and transferring of newly delivered goods.
- Arranging imports and exports using UCL approved couriers and dealing with customs clearance paperwork where necessary.
- Assisting the Stores and Logistics Manager with the implementation of a Delivery and Servicing Management Plan (DSMP) for the SWC to provide a framework for ensuring that servicing and freight activity is minimised and works effectively and efficiently with minimal impact on local businesses, residents and road networks.
• Deputising for the Stores and Logistics Manager during periods of absence; this will include overall management of Stores, oversight of health and safety within the Stores and delivery areas, management of additional Stores staff, and ensuring that standard operating procedures are adhered to.

• Supporting the Stores and Logistics Manager with the fulfilment of statutory requirements, including provision of related paperwork for such matters as overseas imports, the transportation of laboratory animals and the carriage of harmful substances.

• Supporting the effective induction and training of Stores personnel in the safe and effective operation of equipment (including the vehicle turntable), in safe and appropriate handling of chemicals, gases, life sciences products, biological services deliveries, etc.

• Ensuring that the Stores areas are kept clean, tidy and well organised and free of possible tripping hazards.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>GCSE grade A – C in Maths and English or equivalent professional experience.</td>
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<th>Knowledge, experience and achievement</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Good organisational skills with experience of managing multiple requests.</td>
<td>X</td>
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<td>Excellent attention to detail, with experience of accurate data input and spotting errors.</td>
<td>X</td>
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<td>Experience of using a stores and logistics-related computer system.</td>
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<td>Experience of using manual handling tools to minimise the risk of injury.</td>
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<td>An understanding of health and safety regulations related to working in a research-focused laboratory environment.</td>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Good written and verbal communication skills with the ability to give clear information and instructions.</td>
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<td>IT skills, with intermediate-level use of the Microsoft Office package.</td>
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<td>Experience of using a Content Management System or financial system.</td>
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<td>Excellent interpersonal skills, with the ability to build relationships with colleagues at a range of levels within an organisation.</td>
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<td>Able to work effectively individually, or as a member of a team, using a proactive approach and working on own initiative.</td>
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<th>Other Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td>An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.</td>
<td>X</td>
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<td>Able and willing to work flexibly to meet the needs of the Centre.</td>
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Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.

All candidates will be notified of the outcome of their application.
Pre-employment Checks
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

Salary
Starting salary will be on the Grade 6 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension
Post-holders will be eligible to join SAUL (Superannuation Arrangements of the University of London), subject to the Scheme’s rules and eligibility conditions.

Conditions of Service
Conditions of Service for Research, Teaching and Professional Services Staff can be found at: https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff.

Probation
Appointments are subject to a probationary period of 6 months.

Hours of Work and Overtime
UCL’s full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

Pre-agreed overtime will be offered as equivalent time off in lieu.

Annual Leave
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

Location
The Sainsbury Wellcome Centre is located in the heart of London around five minutes’ walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities
SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL’s policy; the full equality policy statement is available online: https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf.

SWC is currently working towards an Athena SWAN award.