

## **JOB DESCRIPTION**

**Job Title:** Technician - Scientific Goods In

**Grade:** SG6

**Department:** Faculty of Engineering & Science

**Responsible to:** Technical Manager – Facilities, H&S and Stores

**Responsible for:** Not Applicable

**Key Contacts:**

- Senior Technician – Facilities, H&S and Stores;
- Senior Technician – HazMat and H&S;
- Technician – HazMat and H&S;
- Technical Manager – Facilities, H&S and Stores;
- Technical Manager – Laboratory Teaching Support;
- Other Technical Managers in Science, Engineering, NRI and MSOP;
- Scientific & Biological Safety Advisor;
- FES Resources & Procurement Manager;
- EFD Head of Campus Medway;
- Sodexo Facilities & Workplace Experience Manager;
- Wider FES/Science Technical Teams;
- Colleagues and post graduate students from across FES and Medway Campus.

**Standard Occupational Classification (SoC code):** TBC

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

Among wider responsibilities, the post holder works with a high degree of autonomy within established procedures, acts as the faculty-wide control point for hazardous chemical procurement, and escalates complex or non-routine issues to Senior Technicians and Technical Managers. It works primarily across Goods In, Science Stores, chemical inventory management and the safe storage and movement of hazardous materials - while also supporting Teaching & Learning and Research & Innovation service areas through the consumables, chemicals and compliant supply chain that underpin them within the Faculty of Engineering and Science.

## **PURPOSE OF ROLE**

To act as the central coordinating point for the procurement, receipt, safe storage, tracking and internal movement of scientific and hazardous materials across the Faculty of Engineering and Science (FES), from delivery at Goods In and onwards across the Medway Campus.

A core focus of the role is operating and maintaining the faculty's chemical inventory platform (Labcup) and the associated pre-purchase validation process, ensuring that hazardous chemicals are procured only by suitably trained staff, with appropriate COSHH risk assessments, storage capacity and disposal arrangements in place, and with due regard to existing stock, waste reduction and value for money. The role provides proportionate, consistent control and oversight of hazardous chemical procurement across FES, working closely with the HazMat Technician, Health and Safety Services and Procurement.

The role also contributes to the running of Science Stores, supports Finance processes relating to Goods In, and assists with the day-to-day running of general Goods In functions. Operating with a high degree of autonomy within established procedures, the post-holder escalates complex or non-routine issues to the Senior Technicians/Technical Managers as appropriate.

## **KEY ACCOUNTABILITIES**

### **Team Specific:**

#### **Chemical Procurement Oversight & Pre-Purchase Validation (FES-wide)**

- Act as the central point of coordination for the purchase and receipt of hazardous chemicals across FES, providing a consistent and proportionate control point within the procurement process.
- Operate the pre-purchase validation process for hazardous chemicals, checking before purchase that: the requestor and end-users are suitably trained; a current COSHH risk assessment is in place; appropriate storage capacity and conditions are available; and suitable disposal arrangements exist.
- Verify proposed purchases against existing stock and inventory levels to avoid duplication, reduce avoidable waste and promote value for money.
- Identify and report instances of chemical purchasing outside agreed systems, supporting corrective action with relevant Senior Technical Managers and Health and Safety Services and Procurement.
- Maintain records and an audit trail of validation checks, approvals, and exceptions to evidence a controlled procurement environment.

#### **Chemical Inventory Management (LabCup)**

- Act as a key operational administrator of the LabCup chemical inventory system for FES, with responsibility for chemicals and hazardous materials during the procurement, Goods In, and Stores phases -

ensuring records are accurate, complete, and updated in real time as items are received, moved, decanted, consumed, or disposed of.

- Maintain accurate location, quantity, and hazard data within LabCup, including registering/barcoding new stock on receipt and reconciling physical stock against system records.
- Check storage requirements and capacity against LabCup data prior to accepting or authorising deliveries.
- Support the mapping of laboratory and storage locations, the updating of procedure documents, and the wider operationalisation of LabCup across FES, in conjunction with H&S Services team, Senior Technical Managers and HazMat Technician.
- Produce regular reports from LabCup on stock holdings, expiry, usage, and compliance to support monitoring, audit and management oversight.
- Support and guide colleagues across FES in the correct use of LabCup, promoting consistent data standards.

### **Specialist / Scientific / Hazardous Goods In**

- Interpret delivery note instructions to identify specialist storage requirements.
- Transfer items requiring specialist storage to the correct location promptly on receipt (e.g. fridge, freezer, –80 °C freezer, cryogen dewars or chemical storage cabinets).
- Coordinate with the HazMat Technician to arrange transfer of solvent/chemical deliveries into the appropriate chemical store, tracking and monitoring stocks and assisting with compiling order requests.
- Process requests for specialist/scientific/chemical couriers (e.g. via the specialist FedEx dangerous goods account), ensuring all required documentation is completed before a consignment leaves and that records (e.g. courier receipts) are maintained.
- Assist the HazMat Technician with processing laboratory chemical waste (e.g. pick-ups from the waste drop-off point and transfer into the chemical waste store) and with preparations for chemical waste collections and collation of associated waste transfer notes / quarterly returns
- Take responsibility for accepting Science Store deliveries arriving at Goods In and their transfer to Science Stores.

### **Science Stores**

- Assist with the running of Science Stores, fulfilling requests from researchers and project students for consumables and chemicals, keeping records, monitoring stock and ordering replacements.
- Prepare decanted smaller quantities of solvents and materials to fulfil Science Stores orders (e.g. decanting 100 mL portions of ethanol from 2.5 L Winchesters), recording these movements in LabCup.

### **General Goods In Functions**

- Receive incoming mail and parcels/goods from delivery drivers/couriers and divert large deliveries to the correct destination on campus.
- Manage incoming mail for daily internal distribution (via Sodexo); open parcels and identify the recipient and any specialist storage conditions required.
- Ensure all delivery documentation is processed and retained and notify recipients of parcels ready for collection.
- Where email authorisation is provided, arrange porter delivery of large items to recipients.

### **Finance Functions**

- Receipt goods on delivery and use the procurement system to identify recipients.
- Work with the FES Finance team to support the collation of individual order requests from Science/Engineering into consolidated weekly order requests, and, in future, potentially place orders on the procurement system.

### **Generic:**

- In the context of an annual appraisal, undertake agreed personal development objectives and training needs, ensuring to remain current with relevant legislation and appropriate technological developments.
- Contribute to cross-functional team working with Medway Campus staff.
- Liaise with external organisations as appropriate.

### **Managing Self:**

- Prioritise, manage time and make independent decisions concerning specialist hazardous storage and transport (with advice available from HazMat Technician).

### **Core Requirements:**

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Goods In delivers the required level of service.

**Freedom of speech and academic freedom:**

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

**KEY PERFORMANCE INDICATORS:**

- Consistent high delivery of Goods In services to all Medway Campus users.
- Contribution to team culture, communications and effectiveness
- Effective liaison with other Medway Campus staff
- Compliance with corporate standards

**KEY RELATIONSHIPS (Internal & External):**

- FES colleagues (academic, research and technical staff).
- FES Finance, Resources & Procurement.
- Health and Safety Services team and Senior technical managers
- Staff at all levels in other University departments.
- Sodexo colleagues.
- External organisations (suppliers, specialist couriers and waste contractors).

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Experience of laboratory work (chemical and/or biological).
- Experience and strong awareness of laboratory health and safety issues, including COSHH and the safe handling, storage and disposal of hazardous chemicals.

#### **Desirable Criteria**

- Experience of procurement systems.
- Experience of online chemical inventory and management systems.
- Experience of working in a post room or goods in environment.

### **SKILLS:**

#### **Essential Criteria**

- Interpersonal skills with the ability to communicate, liaise and provide constructive challenge effectively, verbally and in writing, with a wide range of stakeholders.
- Ability to work without direct supervision and to accept responsibility.
- Strong organisational, time and workload management skills, with high attention to detail and accuracy in record-keeping.
- IT literate and able to use MS Office (including MS Teams) and to learn and administer specialist inventory/procurement systems.
- Ability to work under pressure, flexibly, and as part of several related teams.

#### **Desirable Criteria**

- Proven customer service/client-facing skills.
- Proven technical scientific skills.
- Ability to produce and interpret reports/data from inventory or management systems.

### **QUALIFICATIONS:**

#### **Essential Criteria**

- Science-based T-level, HND, HNC or equivalent.

#### **Desirable Criteria**

- Science-based degree or equivalent.
- Professional health & safety qualification (e.g. IOSH Managing Safely).
- COSHH or hazardous-materials handling training/certification.

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Willingness to undertake training and development activities as required.
- Ability to quickly acquire knowledge of equipment, systems and processes.
- A proactive, methodical and safety-conscious approach.

**Desirable Criteria**

- Not Applicable