Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Part-time Goods-in Technician</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
</tr>
<tr>
<td>Location</td>
<td>Old Road Campus Research Building, Headington, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 3: £18,777 - £21,585 pa (pro rata)</td>
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<tr>
<td>Hours</td>
<td>Part time (14.6 hours / 40%FTE) Thursday and Fridays although some flexibility to be available for work on other days would be an advantage.</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term – 3 years</td>
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<tr>
<td>Reporting to</td>
<td>Deputy Building &amp; Facilities Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>134910</td>
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The role

The University requires a Part-time Goods-in Technician to assist in the control of the central storage and goods-in area as part of the provision of central services for the building. Items delivered to the goods-in will be a broad spectrum range of goods as might be expected from a large medical research facility, from stationery, small plastic consumable items, chemicals, gases to large pieces of scientific equipment. There is a requirement for manual handling of stores items.

The Part-time Goods-in Technician will assist in the receipting and dispatching of all goods to the ORCRB, and have full responsibility for safe keeping the goods until ownership is taken by the Scientists/support staff.

You will report directly to the Deputy Building & Facilities Manager and be employed and funded through the Nuffield Department of Clinical Medicine but working for all Departments within the building.
The Goods-in facility is usually staffed by one person and the present vacancy applies to the Thursday and Friday shifts. Support from other members of the team is available at peak times.

The part-time role will be required regularly on Thursdays and Fridays, although some flexibility to be available for work and training on other days would be an advantage, as would the flexibility to cover annual leave in the Mon-Fri shifts. Normal working hours will be 8am to 4pm, including a 1 hour lunch break.

Interviews for this position will be held on **Monday, 11th June 2018**.

**Responsibilities**

- To assist in the receipting and despatching of all items delivered to the ORCRB and assist in the loading or unloading of goods.
- Assist in maintaining effective communication links with users with regard to the arrival of their deliveries, and assisting them in the dispatch of their items to the laboratory if necessary.
- Assist the scientists, as required, in the storage and retrieval of their goods from the bulk stores area.
- Matching delivery notes to orders and ensuring all orders and returns are correctly processed.
- To ensure that the goods-in area is kept secure at all times and stored in an appropriate manner.
- To maintain the goods-in, delivery and waste areas in an orderly and pristine condition, segregating and disposing of all packaging.
- To be responsible for the safe use and operation of the goods lift and loading dock.
- To take responsibility of security of the lifts to and from the delivery bay.
- Showing close attention to detail in all aspects of work.
- To exhibit service orientation to all staff with a positive attitude and pleasant manner.
- To show flexibility in duties and approach to service supply, on occasions assisting in covering for a member of the team during their absence.
- To attend Health and Safety or additional courses as required by the University in order to carry out these duties.
- Any other duties that may reasonably be required appropriate to the grade of the post in support of the services provided by the team. There will be development and refinement of all duties.

**Hazard-specific / Safety-critical duties:**

[www.admin.ox.ac.uk/personnel/recruit/prempcheck/compulsorychecks/medical](http://www.admin.ox.ac.uk/personnel/recruit/prempcheck/compulsorychecks/medical)
This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Manual handling

Selection criteria

Essential selection criteria

- Previous experience in a similar busy, demanding environment.
- Ability to undertake manual handling of goods and equipment on a daily basis.
- Ability to communicate effectively in all situations in-person, by phone and by email.
- Ordered and disciplined approach to work with a keen eye for detail.
- To be able to work effectively as part of a team.

Desirable selection criteria

- Basic Knowledge and experience in Health and Safety issues relating to manual handling.
- Basic knowledge of COSHH

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation
Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching.

We are the largest academic division in the University of Oxford World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

...fostering your career in science

For more information please visit: www.ndm.ox.ac.uk/home

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: www.ndm.ox.ac.uk/athena-swan

The Old Road Campus Research Building (ORCRB) Facilities team

The University of Oxford took occupancy of the Old Road Campus Research Building in January 2008. It houses biomedical scientists from 6 departments and Groups, along with a small library (the Knowledge centre) and is regarded as a signature building for the University. The building provides first class office, laboratory and specialist facilities for over 450 scientists.

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.
You will also be asked to upload a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.
For existing employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

Form 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Training and Development
A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff
There is a particularly wide range of support for career development for research staff. Please visit www.ox.ac.uk/research/support-researchers to find out more.

Pensions
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)
A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers’ Club
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. NB: Due to the high demand for the University's nursery places there is a long waiting list.

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.