

# POSITION DESCRIPTION



<b>Position</b>	Stores Assistant
<b>Level/Classification</b>	HEW 0304
<b>Reports to</b>	Science Store Supervisor
<b>Unit</b>	College Operations and Technical Services
<b>Directorate</b>	Chief Experience Office
<b>Positions Supervised</b>	0

## Position Purpose

The primary purpose of the Stores Assistant is to be a key member of the Science Stores Team supporting the Science Stores Supervisor in the day-to-day operation of the stores by providing a high level of service to university staff and students who utilise the stores.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

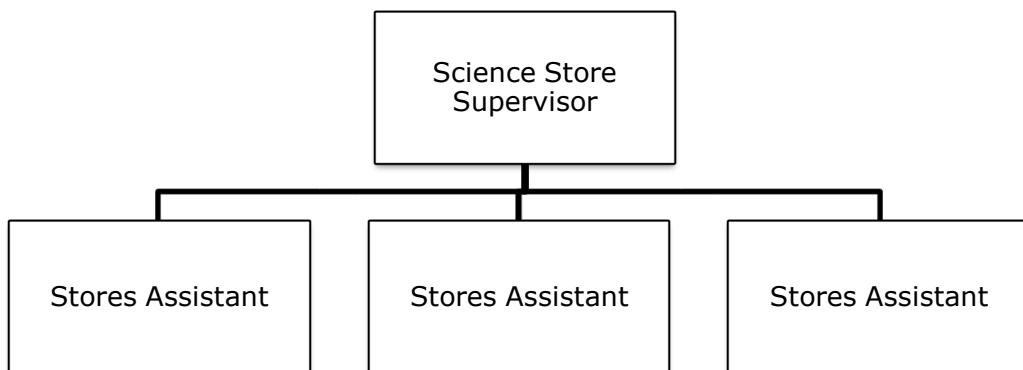
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

## About the Work Area

College Professional Services provides service and support across all Schools within the Colleges and with some functions across the Academy and research areas. As a focused, multi-skilled, digitally capable team that delivers technical, operational, project, and support services to academic staff, research staff and students, it enables achievement of the three core activities of the University, Research, Education, and Engagement.

## Reporting Relationships



## Key Responsibilities/Duties

1. Receive, confirm and account for all goods ordered and receive into the store through the finance system. This includes the issue of stores against budget accounts, entry of sales onto computerised stores stock control system, cycle counting and stocktaking of shelved items.
2. Completion daily audit reports.
3. Provide customer service as required.
4. Maintain technical information on equipment and consumable products for clients.
5. Assist with other stores activities (e.g. laundry, gas cylinders and liquid nitrogen) as required. Also, assist with the identification of slow and obsolete stock items.
6. Maintain broad knowledge of supervisors' role to provide backup with administrative duties and day to day tasks.
7. Respond to enquiries from staff and research students about goods delivery, purchase order status; and follow up goods receivable matter with suppliers.
8. Undertake such other duties as required by your supervisor.

## Selection Criteria

### Essential

1. Completion of Year 12, with relevant work experience or relevant experience and/or education/training.
2. Sound Knowledge of Occupational Safety and Health guidelines and responsibilities.
3. Demonstrated computer literacy in the use of Microsoft Office applications and willingness to learn new packages as appropriate.
4. Ability to prioritise workload to meet strict deadlines.
5. An ability to ensure information is kept secure and maintain strict confidentiality.
6. Effective communication, customer service and interpersonal skills

## **Desirable**

1. Previous work experience in a similar role.
2. Sound knowledge of laboratory consumables including basic knowledge of Chemical safety handling.
3. Ability to work effectively in a small team, with the autonomy to work independently when required.
4. Working knowledge of purchasing and goods receivable and their administration.

## **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.

## **General Obligations**

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## **Guiding Principles and Values/Code of Ethics and Code of Conduct**

### **Our Values**

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

### **Our Principles**

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*