

# Stores Manager – NMIS

Department	National Manufacturing Institute Scotland (NMIS) ( <a href="https://www.nmis.scot/">https://www.nmis.scot/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Technical Services	Reference No	435086
Reports To	Engineering Services Manager	Grade:	5
Salary Range:	£23487 - £26341	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	31/07/2022

## Job Advert

The National Manufacturing Institute Scotland (NMIS) is a bold and ambitious industry-centred project to create an international centre of advanced manufacturing expertise and excellence where industry, academia and public-sector support agencies work together to transform skills, productivity, and innovation, making Scotland and the UK a global leader in advanced manufacturing.

NMIS is a truly collaborative project, with partners including the Scottish government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, the Scottish Funding Council, Renfrewshire Council and the UK government through the High Value Manufacturing Catapult. The University of Strathclyde is the host University for NMIS, which will link to the wider academic communities in Scotland through the Scottish Research Partnership in Engineering and across the UK High Value Manufacturing Catapult network.

NMIS will encompass a dedicated facility that will house the Manufacturing Skills Academy (MSA), Digital Factory 2050 and the Innovation Collaboration hub. Along with this dedicated new facility, existing and developing research centres will also be part of the broader NMIS Group including the Advanced Forming Research Centre (AFRC) and the Lightweight Manufacturing Centre (LMC).

Based within the Engineering Services Team you will be required to manage the day-to-day activities within the stores area in support of goods receipt and shipment, including additional stores related duties to support the operational and project needs for the NMIS group.

The role will be based across our facilities; Inchinnan and Renfrew, the successful candidate will be required to travel between the NMIS sites when required, therefore a full driving licence is required. The successful candidate must be motivated and self-focussed to manage our small stores team, you will have previous experience of a similar role and possess excellent communication skills at all levels of an organisation.

## Job Description

### Brief Outline of Job:

Reporting initially to the Engineering Services Manager, you will be responsible for the day-to-day stores' activities within NMIS sites. The role will focus on carrying out store and stock duties to support the delivery of the NMIS projects including but not limited to; day to day management of store personnel, receipt of deliveries offloading goods into warehouse/stores/quarantine area for processing, processing goods receipt, coordinate logistics for worldwide shipment, arranging and preparing goods for dispatch, clearly recording goods in and out as per processes requirements, complete all relevant documentation to support shipment of goods worldwide, liaise with NMIS personnel and finance teams when required, adhere to University and NMIS processes and procedures.

Accurately following store procedures, working together with the NMIS quality team to develop new stock/material handling processes.

## Main Activities/Responsibilities:

1.	Management of your stores areas within NMIS buildings, including stores personnel daily tasks.
2.	Coordinate logistical solutions for goods distribution worldwide, liaising with couriers and finance teams.
3.	Provide input to annual packing and material budget requirements for stores
4.	Responsible for receiving and checking material and plant deliveries for damage and correctness and log stock into all recording systems. Off loading and loading goods with onsite counterbalance FLT.
5.	Perform and draft risk assessments before proceeding with packing or unpacking of goods, drafting and signing off on health and safety documentations in association with risk assessments
6.	Review safety data sheets when hazardous materials arrive within the facility, quarantine all non-conforming goods/materials.
7.	Carry out the disposal of waste in accordance with the NMIS waste disposal procedures. Complete S15 form when disposing of hazardous waste / chemicals.
8.	Reallocation of inventory and ongoing stock maintenance to maximise efficiency within storage areas.
9.	Liaise with suppliers reporting any defects and / or failings with shipments. Follow-up with corrective action as required including passing delivery notes to relevant departments.
10.	Maintain a database for all stock and non-stock items with stock number, justification for stock / non-stock decision, current supplier and cost for item and detailed specification of each item where applicable.
11.	Ensure issue and receipts of stock and implementation of other stores procedures and practices are executed in a safe and responsible manner which comply with all safe working practices in relation to NMIS Health and Safety policies and procedures.
12.	Liaise with NMIS personnel to maximise service levels. Resolve staff enquiries, understand requirements and to contribute to the efficiency and effectiveness of stores service.
13.	Complete monthly/yearly stock checks, and support audits when required.
14.	Supporting NMIS workshops with material and goods handling, supporting relocation of items within the workshop areas as required.
15.	Please be aware that a degree of physical effort will be required. e.g. lifting/carrying, cleaning. Will involve some exposure to an unfavourable working environment, e.g. outdoor environment, heat, dust, goods receipt of chemicals, or detergents.
16.	Travel between sites to support deliveries and shipment throughout the NMIS group

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Standard grades, Nat5 in English, and Maths

E2 Warehousing qualification, or significant relevant experience in similar role

### Experience

E3 Previous experience managing a stores area

E4 Experience of managing day to day team activities, scheduling work activities, and prioritising individual workloads

E5 Previous experience working with stores IT systems

E6 Stock and inventory control and accurate record keeping

D1 Plan and prioritise own defined work activities within established routines or procedures

D2 Experience of process development and implementation. Inventory system implementation

D3 Previous experience of working within an environment with ISO9001

D4 Experience of process development and implementation. Inventory system implementation

<b>Job Related Skills and Achievements</b>
E7 Ability to exchange factual information, verbally and in writing
E8 Excellent communication and interpersonal skills, with an ability to interact with a range of stakeholders all levels of the organisation.
E9 Knowledge and understanding of health and safety; Risk assessments, COSHH etc.
<b>Personal Attributes</b>
E10 Hardworking and self-motivated individual, with a positive attitude to continuous improvement
E11 Work autonomously with minimal supervision
E12 Strong IT skills. Computer literate. Previously used Microsoft packages; word, excel etc.
<b>Other Relevant Factors</b>
E13 Full clean UK driving licence
E14 Current counterbalance forklift licence (or previous experience)

## Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Lisa Michie, Engineering Services Manager ([lisa.michie@strath.ac.uk](mailto:lisa.michie@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Technical Services staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

### Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

