

Position Title	Services and Stores Accounts Officer
Group/Portfolio	Griffith Sciences
Classification	HEW Level 4
Position Number	00052769
Reports To	Manager, Science Stores
Employment Type	Fixed term

1.0 Position Purpose

To provide administrative and finance support in the day-to-day operations of the Technical Coordination and Logistics (TCL) Stores, including inventory management.

Under broad direction of the Manager, Science Stores, the position holder will maintain the security assets for the Science Group. This role will also provide coordination and supervision of the Group's bulk and field storage locations and support the Technical Managers in the management of the Group's building assets.

2.0 Eligibility Requirements

- The occupant of this role must hold relevant qualifications and have a minimum of two years' experience in the field.
- A forklift licence will be required as part of this role. If you do not hold a current forklift licence the University will assist you in gaining this.
- Current class C drivers licence

3.0 Key Responsibilities

- Monitor the TCL Stores inventory levels, processing receipt of stock, investigating queries and discrepancies within the LILAC (in-house) accounts, and provide support with stocktakes across TCL Stores.
- Update and maintain the stock, sales and general ledger registers and spreadsheets to ensure monthly reports are accessible for reporting purposes to Griffith Finance.
- Responsible for the Griffith Sciences (GSC) key holdings, including stock management of keys and swipe cards, and maintenance of the key allocation database.
- Use the Gallagher security system to action access requests across GSC managed spaces, and to interrogate security breaches/instances of unauthorized access.
- Lodge and manage Facilities Assist requests to ensure critical maintenance and repair tasks within GSC managed spaces are performed.
- Responsible for GSC's bulk and field stores, in particular providing access and inductions to new staff, maintaining order and cleanliness of the spaces,

- and maintaining plant and equipment used within the TCL department.
- Discuss storage requirements of new equipment/items with the Technical Manager to further GSC's strategic goals, and work various stakeholders such as Campus Life to provide logistical support to GSC groups in the form of equipment/furniture removal and storage.
 - Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
 - Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self/Others** section of our [Capability Development Framework](#).