



CORE STORE TECHNICIANS – TEC2/GL/10/01

18 Month Fixed Term Appointments

The British Geological Survey, part of the Natural Environment Research Council, is the UK's premier geoscience strategic mapping and research organisation. A vacancy has arisen for four Core Store Technicians on 18 month contracts at our office in Gilmerton.

You will assist in the transfer of core and sample collections plus associated records from our Gilmerton and Loanhead offices to our Headquarters in Keyworth, Nottingham.

Working as part of a small integrated team you must be a neat, tidy careful and accurate worker. Experience in manual handling is essential. Ideally you should have experience in operating a forklift truck. Some experience in working with collections or archives would be an advantage.

The role is of a repetitive nature therefore you must be self motivated.

The role is physically demanding, therefore you must be physically fit and happy to undertake a medical check before appointment

The salary package for the posts will be £13,080 per annum plus performance bonus. Working hours will be 37 hours per week. A generous benefits package is also offered, including a company pension scheme, 30 days per year annual leave and 10.5 days public and privilege holidays.

Further information and an [application form](#) can be found on our website www.bgs.ac.uk or alternatively please contact Human Resources (Recruitment), British Geological Survey, Keyworth, Nottingham, NG12 5GG. (Tel: 0115 936 3209). Applications must be returned by Wednesday 15 September 2010. Please quote reference no.TEC2/GL/10/01 when applying for an application form.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The Survey has a no-smoking policy in all of its buildings. The British Geological Survey is an Investors in People organisation. There is a guaranteed Interview Scheme for suitable candidates with disabilities.



JOB DESCRIPTION

Department: Collections Management Team, Information Management

Post Title: Curating Technician

Grade: Band 9 plus Performance bonus (Tec)

Responsible to: Graham Tulloch

Responsible for: N/A

Main Functions of the Job

Assisting in the transfer to Keyworth office of the Gilmerton & Loanhead core and sample collections, plus associated records.

Main Tasks: (in priority order)

Primary Tasks

1. To assist in the preparation, and moving of the core and sample collections to the Keyworth office.
2. To operate a fork lift truck (after training, if required)
3. To assist in the preparation, and moving of the associated record collections to Keyworth.

Links with groups, customers etc

Working as part of a small, integrated team

Assisting visitors

Special/Unusual requirements of the job

Must be physically fit. The role is of a repetitive nature and requires significant manual handling and the postholder must be happy to undertake a medical check before appointment

Location of job

BGS Gilmerton, Edinburgh

Signature: Mike Howe

Date : 20th August 2010



SKILLS SPECIFICATION

In Confidence

Job Title: Gilmerton Core Store Technician

Pay Band 9 + Performance Bonus

Please note below those requirements for the job, which applicants need to fulfil the role effectively. Please note these on a scale of 1-5 where 1 = High. Remember to include characteristics needed for the future such as flexibility, learning capacity etc.

CHARACTERISTICS	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	IMPORTANCE RATING (for desirable reqs) 1=High 5 =Low
Level of skills/knowledge required	Neat, tidy, careful & accurate worker. Experience in manual handling is essential.	Some experience in working with collections or archives would be an advantage	2
Formal qualification required		Fork lift truck operators licence	2
Level of Numerical ability needed	Simple mathematics only, but must be extremely accurate		
Computer/IT skills required	Good keyboard skills – accurate and reasonably fast Working knowledge of MS Office or similar		
Managerial ability (inc time management)	None		
Ability to adapt to change	Highly flexible. Job will change when transfer starts. To undertake training if required		
Communication skills	Good interpersonal skills required. Must have evidence of good accurate and neat written record keeping.		



Decision making, problem solving, autonomy	Must be motivated and ability to work unsupervised and achieve agreed targets		
Teamwork skills	Working as part of a small team, you must demonstrate good team skills, but also be capable of working individually within a post of a repetitive nature		
Other Skills	<p>The postholder should be able to understand and follow Health and Safety at Work Act and how this affects their role at the BGS</p> <p>The role is physically demanding therefore the postholder must be physically fit and happy to undertake a medical check before appointment</p>		

NB all applicants without the essential requirements will automatically be excluded at the initial sift