



Publication Store Operative

UKRI – NERC – BGS

Keyworth, Nottingham

£19,136 to £20,800 per annum (depending on qualifications and experience)

Part-Time – 30 hours a week (a range of flexible working options may be available)

Permanent Appointment

About us

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

About the role

A vacancy has arisen for a highly motivated Publications Stores Operative to join our Data & Science Services Team at the BGS headquarters in Keyworth in Nottingham.

BGS provide a variety publications (maps and books) sold through our online shop and three on-site geology shops in Keyworth, London and Edinburgh. All BGS shops are stocked with maps and books from the Publications Store which has both bulk storage and stocks arranged for picking for daily despatch. The majority of sales of BGS publications are made via our online shop and despatched directly from the Publication Store.

The Publications Stores Operative will be solely responsible for the overall management of the stores warehouse and will be required to fulfil the duties below. They will be supported by the Head of Sales for BGS and the wider customer services team, but otherwise will be required to fulfil these duties independently.

Duties will include:

- Process orders on a daily basis, pick and pack items for despatch and arrange postal services to customers and Geology Shops.
- Manage stock levels and carry out rolling audits of stock as well as reporting stock levels to managers on request.
- Provide a weekly stock order to the London Geology shop in the Natural History Museum.
- Move stocks across the site from the store to the local shop area.
- Receipt and distribute newly published maps and publications.



- Provide bespoke quotes to the Sales Team for non-standard courier distribution.
- Assist with the loading and unloading of vehicles as required.
- Manage and maintain the stock management system.
- Adhere to Health & Safety responsibilities.
- Procure consumables for all postal scenarios.

About you

There is a high level of lone working and manual handling associated with this role including the occasional use of hydraulic trucks, trolleys and fork lifts to move goods in, out and also relocating goods within the stores as well as across the Keyworth site.

The role also requires an understanding of warehouse stock control systems and training will be given for the BGS stock system. You will be computer literate and familiar with Microsoft Office software packages. You will possess an understanding of the Health & Safety requirements in relation to warehouse operation.

You must be a self-starter, a good communicator and have the ability to appropriately manage your time in order to ensure that all customer requirements are met. You should also be able to adapt to changing priorities in order to ensure that the store is maintained in an orderly manner.

You may also, from time to time, be required to assist colleagues within the team with other ad hoc duties.

What we offer

A generous benefits package is also offered, including a very competitive pension scheme, 30 days annual leave plus bank holidays, free parking and access to flexi-time. For a salary at the top end of the advertised range, you will also need to meet the desirable criteria detailed on the TopCareer.jobs website.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI Terms and Conditions and pay.

How to Apply

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc247778_9010.aspx

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.



Closing date for receipt of applications is 23 January 2019. Interviews are likely to be held on 5 February 2019 in Keyworth.

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.



Specific Skills Criteria		
	<i>Essential</i>	<i>Desirable</i>
QUALIFICATIONS	<ul style="list-style-type: none"> • An understanding of warehouse stock control systems and warehouse operations • Full driving licence 	<ul style="list-style-type: none"> • A formal qualification in Warehouse Management • Forklift driving qualification
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 2 years work experience in a stores/despatch or similar environment • An understanding of the Health & Safety requirements in relation to a warehouse operation 	<ul style="list-style-type: none"> • Experience of working with publications, storing and despatching • Experience of working in a customer service environment



KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Microsoft Office software packages • Knowledge of courier and postal systems 	<ul style="list-style-type: none"> • Knowledge of printed product sales (e.g. maps and books)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Highly organised with the ability to work unsupervised for large periods of time • Ability to communicate effectively with the team • Demonstrates good attention to detail and a good level of mental arithmetic • Ability to prioritise work and meet tight deadlines 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A team player with a desire to help people, customers and colleagues • Demonstrates effective teamwork • Ability to travel off-site • A self-starter and has the ability to appropriately manage their time in order to ensure that all customer requirements are met • Ability to adapt to changing priorities 	
MOTIVATION	<ul style="list-style-type: none"> • Demonstrates an interest in the work of BGS and enthusiasm for the role • Self-motivated but will also possess a strong team ethic in order to understand the changing priorities of the wider team and work with them accordingly to ensure all activities are met in a timely manner 	

