

## POSITION DESCRIPTION

### Science Store Manager

<b>Reports to:</b>	Technical Manager, School of Science
<b>Division:</b>	STEM
<b>Tenure:</b>	Permanent
<b>Location:</b>	Hamilton
<b>Date:</b>	February 2026

#### Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

#### Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## 1. GENERAL

STEM, The Division of Science, Engineering and Computing comprises the Schools of Te Aka Mātuatua Science, Te Kura Mata-Ao Engineering and Au Reikura Computing and Mathematical Sciences. The Division also has several research units, including the Environmental Research Institute and commercial/equipment units which embody staff and research activities.

Te Aka Mātuatua School of Science is a research-intensive school with teaching and research activities that cover a broad range of science disciplines. We are passionate about science and the difference that it can make to some of the biggest challenges facing Aotearoa and the world. With excellent facilities and staff who are genuinely world-class, we are driven in the pursuit of

outstanding scientific teaching and research.

Te Aka Mātuatua School of Science provides teaching and research in several academic programmes including Aquaculture, Biomedical Science, Chemistry, Climate Change, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, Marine Science and Molecular and Cellular Biology. The school offers a range of qualifications at undergraduate, and postgraduate levels which are delivered on both the University of Waikato Hamilton campus and the Tauranga campus.

Our School name Te Aka Mātuatua is derived from a Waikato version of the traditions of Tāwhaki, who ascended through the heavens by climbing a sacred vine, overcoming obstacles and challenges so that he could obtain the baskets of knowledge for the benefit of humans. Te Aka Mātuatua references the importance of the vine and is used to represent the many subject areas within the School. It also signals the depth and the sacredness of the teaching and research areas.

## 2. POSITION PURPOSE

Manage the Science Store and provide a high-quality, customer focussed service operating a safe and efficient store for the STEM Division.

## 3. FUNCTIONAL RELATIONSHIPS

**Internal:** Pro Vice-Chancellor STEM  
Dean School of Science  
Technical Managers, School of Science and School of Engineering  
University staff and students  
Services staff

**External:** External clients and organisations, contractors, and suppliers

## 4. KEY RESPONSIBILITIES

### Inventory and Procurement

- Manage a safe and efficient store to support and service the teaching and research requirement of the Division.
- Oversee stock levels, ordering, receiving, and price changes for a range of products, including specialised scientific equipment and hazardous substances.
- Integrate with university software systems to manage accounts and the recharging of sales.
- Implement cost-efficient re-ordering
- Cultivate and maintain positive relationships with suppliers and vendors.
- Identify technical specifications for new equipment and consumables; obtain quotes and prepare purchase requests.
- Inspect incoming shipments of supplies for any signs of breakage and ensure that the quantity and quality of the order or specification are accurate.
- Gather inventory data, compile comprehensive inventory reports, and maintain accurate inventory records for all store locations and functions.
- Supervise the annual stock take process.

### **Equipment stewardship and asset management**

- Oversee day-to-day running of assigned equipment including upgrading and resource scheduling.
- Develop and execute preventative-maintenance schedules aligned with manufacturers and regulatory requirements.
- Arrange servicing, repairs, calibrations and warranty claims; maintain up-to-date service logs.
- Assist with capital-equipment planning and lifecycle replacement forecasting.

### **User training and documentation**

- Develop Standard Operating Procedures (SOPs), quick-reference guides, and training for equipment and software.
- Deliver inductions and refresher workshops for students, academic staff, and external partners.
- Maintain a technical knowledge base and update change logs.
- Regularly review and update hazard and risk assessments for approval.

### **Quality assurance**

- Contribute to audit preparation and maintain all records.
- Ensure store and dangerous goods storage areas are kept clean, presentable, well merchandised and tidy.

### **Team Contribution and continuous improvement**

- Work effectively as a member of the School of Science to support other team members and provide support to cross-cover, share workload and expertise.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Actively contribute to the ongoing development and improvement of new systems and processes.
- Work with other team members on projects.
- Support a positive culture and morale.

### **Student engagement and retention**

- Participate in and help plan School, Division and University promotional activities including stakeholder engagement, outreach programmes, marketing and events.
- Ensuring an engaging and insightful learning environment that encourages student retention and success

### **Health, safety, wellness and compliance**

- Responsible for ensuring annual Location Compliance Certification is achieved.
- Enforce store biosafety and chemical-handling protocols.
- Manage proper storage, handling and disposal of hazardous materials according to University and Division Health and Safety work practices.
- Support the management of the OHS and Environmental responsibilities for related areas
- Conduct risk assessments, maintain safety data sheets (SDS), and organize annual training.
- Ensure compliance with university, governmental, and professional-body regulations.

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities as set out in the University's Health and Safety Policy

#### **Any other duties**

- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

## **5. PERFORMANCE STANDARDS**

The Store Manager will be performing satisfactorily when:

- An effective and efficient technical support service is provided
- Tasks and projects are undertaken in a professional and timely manner to ensure expected outcomes are achieved. Staff and students receive a high standard of support.
- Location Compliance Certification is maintained.
- Science Store records are processed, analysed, and archived in an accurate and timely manner according to documented procedures and protocols.
- Users of the Store and associated dangerous goods storage facilities are trained and supervised to standards required for safe work practices
- All equipment and materials are maintained to high operational and safety standards and is available for use when required.
- The School of Science, Division and the University is promoted positively.
- All staff and visitors have a safe and secure environment in which to work, maintenance issues are addressed promptly.
- SOPs are completed to University and Division requirements.
- Store areas are safe, tidy and equipment accounted for
- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects are provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- Relevant tertiary qualification or equivalent relevant experience in Stores management

### Desirable

- Experience in inventory or supply chain management

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Extensive relevant store management experience
- Excellent written and oral communication skills. High level of ICT skills with strong analytical and data management skills.
- Demonstrated knowledge of Occupational Health and Safety legislation, including management of hazardous substances
- Excellent planning, organisational and time management skills with the ability to set priorities and manage a complex workload with multiple deadlines.
- Ability to be flexible with timing to accommodate varying lab schedules.
- Experience and knowledge of Health and Safety requirements.
- Demonstrated skills in troubleshooting and problem solving.
- Full New Zealand driver's licence or equivalent.

### Preferred

- Certified Handler, hazardous substances
- Excellent working knowledge of chemicals and their properties as they relate to safe storage and handling.
- Forklift Operators Certificate

## PERSONAL QUALITIES

- Builds and sustains positive and productive collegial working relationships.
- Demonstrates cultural safety
- Flexibility with timing to accommodate varying University .
- Attention to detail and exceptional organisation and time management skills and a willingness to work flexibly.
- Commitment to ongoing professional development to maintain a relevant and up-to-date skill set to successfully operate a range of analytical instruments.
- Sufficient strength and physical dexterity to perform duties and responsibilities of this job including some lifting.
- Ability to work well under pressure, and ability to successfully maintain multiple tasks.
- Demonstrated ability to use initiative, prioritise work and problem solve to meet competing deadlines.
- Ability to work autonomously or as part of a multi-disciplinary team.
- Willingness to learn technical skills as directed. Vision to develop and improve processes, proactive about upskilling.
- Conscientious and service driven with a customer focussed positive attitude.
- Ability to relate effectively and sensitively to students from a variety of backgrounds and cultures.
- Can deal with conflict or disagreements, working with all parties to achieve a positive outcome.
- Commitment to a culture of openness, flexibility, and cooperation to achieve excellence in academic programmes, research, and service.

- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.