



INSTITUTE FOR ANIMAL HEALTH
COMPTON LABORATORY

SSC PROJECT TRANSITIONAL ASSISTANT TEAM LEADER (Maternity Cover)
POST REF: 09/0028

JOB DESCRIPTION

The Institute for Animal Health (IAH) is one of five research institutes of the Biotechnology and Biological Sciences Research Council (BBSRC) and is at the forefront of research into animal diseases.

It is based on two sites: **Compton (near Newbury)**, where this post is based, and **Pirbright (near Woking)**. In total, the Institute employs some 400 staff and, at any one time, is host to up to 50 students and visiting scientists.

PURPOSE

The purpose of this role is to provide support to the IAH Shared Service Centre (SSC) transition team. In particular to assist in the delivery of the SSC project to ensure the successful transition of the current HR and Finance functions to the SSC.

JOB DESCRIPTION

To act as the main support to the project executive in delivering the successful transition of the current finance and HR function to the SSC. As part of the delivery team ensure that the transition program is maintained and adhered to. In addition support the project executive in meeting all deadlines by overseeing the activities of the transition team.

The main duties and responsibilities are as follows

- Assist in the transition of the current finance and HR systems to SSC
- Supervise activity of SSC transition team as required by the teams project executive
- Meet all the SSC deadlines as set out within the programme
- Deputise for the project executive at meetings as required
- Prepare and update all IAH project schedules
- To contribute as required to delivery of all SSC project work requirements
- Assist in developing and delivering user training of SSC Systems
- Support the project executive in delivering all SSC transitional requirements
- Assist the transitional team in reviewing and developing appropriate processes/procedures within all relevant areas to ensure smooth transition to SSC
- Work with current HR and finance teams to deliver the transition to SSC

The job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and personal specification may be reviewed on an ongoing basis in accordance with the changing needs of the Human Resources Division and the Institute for Animal Health.

DUTIES AND RESPONSIBILITIES

All employees shall actively participate in the IAH-wide quality assurance system in conjunction with the Institute Quality Manager. Employees are also expected to safeguard their own health and safety and security by following IAH policies and all employees are responsible for the Health and Safety and security of staff under their management.

QUALIFICATION AND EXPERIENCE

Essential

- Experience of working on a project developing new laboratory/office based systems
- Working within a small team in delivering new systems within a tight deadline
- Good communication skills both written and oral
- Ability to work under pressure
- Pragmatic independent thinking approach to problem solving
- To be a calm individual with a flexible approach
- Good computer skills including MS Office

Desirable

- Having worked in a public sector environment
- Project manager/team leader experience within a project
- Ability to manage own and assist team members time to deliver outcomes within time scale
- Clear understanding of accounting and HR data basics
- Having worked with oracle

ADDITIONAL INFORMATION

For additional information or an informal discussion of how the Institute operates and the challenges which will face the successful candidate please telephone or write to the Institute for Animal Health, Compton, Newbury, Berkshire, RG20 7NN (tel. 01635 578411) or email iah.vacancies@bbsrc.ac.uk.

BENEFITS OF THE POST

The post is graded at Band D and is a maternity cover role for approximately 6-8 months. Starting salary is £26,610 to £29,566 depending on qualifications and experience. On appointment, you are eligible to join the Research Council's Pension Scheme. You have the choice of either:

- an attractive, index-linked defined benefit pension scheme that currently has a 3.5% member contribution rate. The bulk of the cost of this scheme is met by the employer:
or
- a stakeholder pension with a contribution from the employer. Our basic contribution is based on your age, and we pay this regardless of whether you choose to contribute anything. You do not have to contribute if you do not wish to but, if you do, we will also match your contributions up to an additional 3% of pay.

Annual leave is allocated on a pro-rata basis and is 27 days/year on appointment plus 10.5 days public and privilege holidays. The Institute has a subsidised child care scheme, staff restaurants and free parking. Staff work a 37 hour week, Monday to Friday.

Closing date: 10th March 2010