



INSTITUTE FOR ANIMAL HEALTH
PIRBRIGHT LABORATORY

Administrative Assistant (part time)
POST REF - 09P0032

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

PURPOSE

To provide administrative support to the Head of IAH Animal Services.

JOB DESCRIPTION

1. General Secretarial and Office Duties – Acting as first point of contact within the Animal Services Office, taking telephone messages, receiving deliveries, filing and photocopying. The typing of reports, submitting works requests, etc. Daily post collection. Preparation of agendas & minute taking from departmental and other meetings as required.
2. Budgets – To order consumables & equipment for the department. To maintain & update the computerised budget system as required. To act as a “Super User” for the department in relation to Shared Services Contracts (SSC). To process invoices.
- 3 IACS (Institute Animal Costing System) and Animal Requests –Data entry onto IACS accounting system Maintenance of filing systems for animal requests.
- 4 Cattle Passports- Ensure cattle movement records are kept up to date. Process applications/ return of cattle passports to BCMS.
- 5 To be responsible for Quality Assurance within the Animal Services office, and act as the Local Document Controller (LDC) as described in document QMS JD 01 – LDC Job Description.

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

Essential

The Institute is engaged in Research work on a number of virus diseases of live stock, several of which, in particular foot-and-mouth disease, are highly infectious to livestock, therefore compliance with the Disease Security Regulations is an essential requirement of employment.

The Employee must not live on any premises where any cloven hoofed animals are kept, such as cattle, sheep, pigs, goats or deer, and must not visit any premises where such animals are kept within three days of entering the restricted area of the laboratory, or within five days of entering the restricted animal accommodation.

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. Any other duties as required.

QUALIFICATION AND EXPERIENCE

Essential Criteria

- GCSE's or equivalent in English and Maths
- Appropriate experience of administrative/secretarial duties
- Proficient in the use of Microsoft Office
- Excellent organisational skills
- Excellent written and verbal communication skills
- Good accuracy and attention to detail
- A flexible and adaptable approach to work
- Tact and discretion
- Calm and professional manner
- Ability to multi-task
- Ability to work independently using own initiative
- Ability to work to Health and safety standards
- Ability to travel to Compton site for training

Desirable Criteria:

- Experience of working in the public sector or working for a scientific or educational body
- Experience in the use and management of Quality assurance systems
- Knowledge of budgetary systems

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, Pirbright Laboratory, Ash Road, Pirbright, Woking, Surrey, GU24 0NF (tel.01483 232 441) or email iah.pirbright@bbsrc.ac.uk

BENEFITS OF THE POST

The post is graded at Band C and is a part time role working 25 hours a week. This is an indefinite contract, starting salary full time is £21,098 to £23,442 (pro-rata £14,255 - £15,839) 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 27 days (pro-rata) on appointment plus 10.5 days public and privilege holidays. The Institute has a subsidised child care scheme, staff restaurants and free parking. This post will be 25 hours a week, Monday to Friday.

Closing date: 10th March 2010