



INSTITUTE FOR ANIMAL HEALTH
PIRBRIGHT LABORATORY

Science Administrator
POST REF: 09P/0034

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 secretarial support to Programme Leaders at Pirbright Laboratory as outlined below.

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

Secretarial work

Provide secretarial support for Programme Leaders based at Pirbright such as:

- Letter and document production and editing using Word 2007
- email correspondence using Outlook
- Production and maintenance of databases using Excel
- Printing, collating and binding documents as requested
- Filing, updating filing records and archives
- Producing and amending PDFs using Adobe Professional

PA Work

- Arrange the reimbursement of Programme Leaders' expenses
- Produce travel forms for Programme Leaders
- Manage diaries of Programme Leaders as requested
- Reply to correspondence addressed to Programme Leaders as requested

Travel Arrangements for staff

- Arrange visas, air and train travel and hotel accommodation on behalf of Programme Leaders based at Pirbright and other staff members and visitors as directed by your line manager.

Organisation of Meetings

Schedule and organise meetings on behalf of Programme Leaders at Pirbright:

- Send out invitations
- Organise refreshments
- Produce papers
- Produce agendas
- Take minutes, circulate and chase actions as required

Organisation of Conferences

- Organise all aspects of conferences (hosted here or abroad) including formal letters of invitation, travel, accommodation, delegate information, reimbursement of expenses, budget monitoring as directed by your line manager.

Arrangements for visiting scientists

- Make arrangements for visiting scientists including schedules, itineraries, travel, accommodation and reimbursement of expenses as appropriate, as directed by your line manager.

Procurement

- Follow IAH processes for the procurement of services and equipment as required. Identify and engage new suppliers as required. Set up accounts with suppliers as needed. Reconcile invoices.

Budgets

- Assist your line manager with budget setting and monitoring processes as required.

Organisation of Seminars

- Schedule and advertise internal seminars.

Provide cover for other staff

- Share reception cover with other support staff.

Maintain records of Group Monthly Achievements.

Maintain the DEFRA Exotic Diseases On-Call rota, ensuring contact numbers are up to date.

Provide cover for the Reference Laboratory secretary as directed by your line manager.

General office duties as required.

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.

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

- Minute taking skills
- Excellent organisational skills
- Good written and spoken communication skills
- Good accuracy and attention to detail
- A good team worker
- A flexible and adaptable approach to work
- Tact and discretion
- Ability to multi-task
- Calm and professional manner

Desirable Criteria

- Experience of working in the public sector or working for a scientific or educational body
- Experience of financial and project administration
- Familiarity with database management

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 pirbright.hr@bbsrc.ac.uk

BENEFITS OF THE POST

The post is graded at **Band C** and is an **indefinite** contract. Starting salary is **£21,098 to £23,442** 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 on appointment plus 10.5 days public and privilege holidays. The Institute has a subsidised child care scheme, staff restaurant and free parking. Staff work a 37 hour week, Monday to Friday.

Closing date: 18th March 2010