

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Technical Administrator, Ornamental Crop Characterisation (OCC)	Grade: B
Centre: Varieties and Seeds	Location: Cambridge, HQ
Reports to: Technical Manager Ornamentals	Line Manages : n/a

2. Main purpose of role:

Team focus

Within the Varieties and Seeds Centre at NIAB, there are two teams carrying out technical services and contract research relevant to the agricultural, horticultural and food industries, the Ornamentals Crops Characterisation Team (OCC) and the Agricultural Crops Characterisation Team (ACC). The main focus of these two teams is the delivery of regulatory services, primarily for government (Apha, previously Defra) or international governmental organisations/ agencies such as CPVO.

The primary role of the Ornamental Crop Characterisation team is the testing of some 400 to 500 new varieties each year for the grant Plant Breeders' Rights (PBR). The work covers a wide range of glasshouse and nursery crops, with particular specialities being chrysanthemums, roses, dahlias, herbaceous perennials and shrubs. The scope of the trials varies from year to year and the range of crops increases annually. The team also carry out some small scale commercial trials.

The work is carried out mainly at NIAB HQ in Huntingdon Road Cambridge, and partly at the recently developed glasshouse complex on the NIAB HQ trial ground. The complex consists of 2300m² of modern, high specification glasshouses, 5000m² of enclosed hard standing and 2 acres of dedicated field, as well as associated service buildings, office, labs and a modern conference facility.

Main function of the job

- To handle the technical administration work for the Ornamentals team.
- To provide the general administrative support for the Ornamentals team, including financial aspects, team filing, arranging meetings and organising travel.
- To provide administrative support to the Head of Crop Characterisation, in relation to both the Ornamentals and the Agricultural Crops Characterisation contracts.

3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx value of contracts etc):

No direct budget responsibility, but responsible for raising purchase orders, invoice advice notes and assisting with annual travel costings and expense claims.

4. Key relationships (external and internal):

The post holder will be managed by one of the Technical Managers, but will work with all team members at different times.

The post holder will be expected to take an active part in team meetings, to organise work and provide feedback on progress; particularly where representing the team in a wider NIAB context. The post holder will be expected to work unsupervised and undertake individual responsibility for certain tasks.

The post holder will liaise with external customers when required, and should be confident in doing so.

Tasks/responsibilities (in order of priority)	Approx % of time
<p>Primary responsibility for the technical administration for Ornamentals team, undertaking tasks required to meet contractual deadlines.</p> <ul style="list-style-type: none"> • Processing new applications for all species and acknowledging receipt of applications to the Requesting Authority • Entering technical data onto spreadsheets and databases for use by the Ornamentals specialists • Processing withdrawals, creating and sending final and interim reports. • Annual production of technical crop paper work e.g. record sheets and crop labels • Assisting where necessary with editing of technical photography. 	50%
To provide administrative support to the Head of Crop Characterisation.	20%
<p>General administrative support for the Ornamentals team:</p> <ul style="list-style-type: none"> • Organising external and internal meetings, Open days etc: liaising with speakers and collaborators as well as providing widespread programme support. • Organising travel, mainly overseas: responding to invitations, budgeting trips, organising and booking worldwide and UK travel. Full responsibilities for ensuring staff have all the required documentation prior to departure. • Raising purchase orders, invoicing for all contracts, organising ordering of consumable items, processing expense claims and liaising with Finance to update supplier information when necessary. • Keeping the shared network drive organised and archiving where necessary, writing covering letters, annual updates to templates and regular checking and maintenance of the team spreadsheets. 	20%
Team liaison for NIAB ISO and H&S meetings and follow up actions.	5%
Occasional assistance with practical lab and glasshouse work	5%

6. Working conditions :

The role is office based at NIAB HQ in Cambridge, but there will be some work at NIAB's Park Farm Glasshouse site, which is around 3 miles from the NIAB HQ building.

7. PERSON SPECIFICATION

Education/Qualifications:

Essential:	Desirable:
<p>Minimum of 5 GCSEs at grades A-C, including English and Maths.</p> <p>Current, clean UK driving licence and the willingness to drive to Park Farm site and, on occasion, away from NIAB.</p>	<p>A-level qualification or equivalent</p>

Experience:

Essential:	Desirable:
<p>A minimum of 2 years practical experience relevant to the post, for example in a general administrative role.</p> <p>Good IT and keyboard skills, specifically good knowledge of MS Office programs.</p> <p>Intermediate-advanced level of using MS Word and Excel</p> <p>Excellent communication skills and the ability to work in a team</p> <p>Ability to cope with high workloads with a range of priorities /deadlines</p> <p>Ability to work unsupervised</p>	<p>Previous experience of administrative work in a scientific environment would be advantageous.</p>

Specialist Training:

Essential:	Desirable:
	<p>Training will be given in the operation of in-house systems.</p>

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
<p>An accurate, consistent and methodical approach, backed up by excellent record keeping skills.</p> <p>Ability and willingness to work to very specific protocols.</p> <p>Ability to be self-motivated, flexible and proactive.</p> <p>Ability to make impartial and independent decisions, and to handle confidential information appropriately.</p> <p>Confident communicator: a good telephone manner is especially important, together with the ability to deal with written queries in a clear and appropriate way.</p>	<p>Interest in plants and horticulture or agriculture.</p>

Date of description: Reviewed and updated: 23rd January 2017 **Compiled by:** EMS, updated by PB