

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: NIAB CUF Group Administrator / Office Manager (Part time 22.5 hours per week)

Centre: NIAB CUF

Grade:

B

Location: Cambridge

Reports to (Job title): Head of NIAB CUF

Line Manages (Job titles): None

2. Main purpose of role:

NIAB CUF / Agronomy Centre

- Manning reception: receiving visitors, take/transfer phone calls and take telephone messages, arrange receive post, diary management and travel arrangements.
- Manage CUPGRA subscriptions and invoicing; helping with the planning, organisation and running of NIAB CUF and CUPGRA events.
- Administrative maintenance and membership database.
- Managing petty cash, creating purchase orders, invoices and credit notes.
- Minute taking, copying, filing, stationery stock management and other general administration duties.
- Arranging maintenance of buildings & facilities, looking after the vehicle fleet (MOT, services and maintenance).
- Other support relative to the smooth running of the NIAB CUF Team.

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

Responsible for overseeing costs on regular basis. Requires a high degree of confidentiality and discretion. Significant financial implications if not carried out correctly.

4. Key relationships (external and internal):

The Head of NIAB CUF and Team.

Internal and external stakeholders at a high level, including Board level, clients of NIAB CUF and CUPGRA members, on a regular basis, together with day to day interaction with staff from all areas of NIAB.

Tasks/responsibilities (in order of priority).	Approx % of time
Personal assistant to the Head of the Group with ad hoc administrative duties to the group. This will include diary management, travel arrangements, receiving visitors and taking messages.	20%
Provide administrative support for services conducted by the group: Administration of Test Lab database including logging of received samples for virus and disease testing, logging results, production of reports and related invoices. Purchasing of supplies including all lab consumables and equipment. Creation of all purchase orders through Focal Point. Data input of trials results. Monitoring and reporting of maintenance issues relating to The Agronomy Centre, Gravel Hill Farm and Howe Farm. Administration relating to NIAB CUF Vehicles, including organisation of MOT's and Servicing and recording of all mileage.	35%
Provide a communication link between staff in the group, related departments, companies and research associations. Keep up-to date records of contact information, including details of Cambridge University Potato Growers Association membership. Organising payments of all	25%

invoices, banking of all cheques received and monitoring of Cambridge University BACS spreadsheets to claim payments made to CUPGRA – all coordinated through the University Finance Department. Monitor CUPGRA Membership database and invoicing	
Prepare for, co-ordinate and make all arrangements for meetings, open days and conferences. This will include associated mailings, arrangements for venues, catering, audio-visual requirements and taking minutes.	20%

6. Working conditions : Office based, occasional travel may be required. Independent working.

7. PERSON SPECIFICATION

Education/Qualifications:

Essential:	Desirable:
Education to at least GCSE or equivalent.	Agriculture related degree

Experience:

Essential:	Desirable:
Some admin support experience	Minimum 5 years experience in similar position

Specialist Training:

Essential:	Desirable:
Excellent Microsoft Office skills are required.	Familiarity with office management software eg Focal Point, CRM. Minute taking.

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Highly organised and structured working. A good communicator with a mix of tact and assertiveness. Discretion essential and ability to juggle priorities under pressure. The ability to deal with people at all levels.	

Date of description: 16/04/2018

Compiled by: D Firman