

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Technical Site administrator Centre: Crops and agronomy Job Group: Technical
 Location: Eastern Agritech Innovation Hub Hasse Road Soham
 Reports to (Job title): Lydia Smith Director of the EAIH Line Manages (Job titles): none

2. Main purpose of role:

Provide front line cover at the EAIH reception. Manage the Innovation Hub and ensure it provides a friendly and safe, working environment, which supports both NIAB staff and the resident and visiting licencees/Hub Club members and their daily research/development needs. Ensure the Hub is a clean and safe, taking account of local and national laws and NIAB specific staff conduct and equality requirements. This is a part-time position that can be staffed flexibly at 16 hours per week over a minimum of 3 days. Preferably at 3 hours per day and 4 on one of those days.

This is a six-month maternity cover in the first instance.

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

Complete and manage new licencee and Hub Club Members paperwork and work alongside team to offer best support relating to documentation of their legal agreements and administration of costs and fees payable. Complete PO financial orders for small items at the Hub.

4. Key relationships (external and internal):

Support and work alongside other team members (NIAB) and create a balanced relationship. This includes written notice of all decisions and Hub protocols relating to ongoing activity and management of the Hub and licencee activity

Tasks/responsibilities (in order of priority)	Approx % of time
Front line reception; signing for items received – open and close up the site or give training to those doing this if late working. Answering phone enquiries. Liaise with NIAB main HQ in Cambridge	20
Financial orders, administration and paperwork for the site safe running of the site	30
Site administration and daily check of site orderliness and cleanliness with emphasis on site Health and safety	20
Assist licencees on booking rooms, sourcing items and liaising with other NIAB staff; ensure licence paperwork is up to date and databased.	10
Assist head of EAIH with paperwork and administration of the site	10
Organise site upkeep services and provision of support	10

6. Working conditions :

Reception/Office based with some site surveillance components relating to regular assessment of the H and S across the site. This is a research site which can be a bit muddy, though the main office is clean and heated.

7. PERSON SPECIFICATION**Education/Qualifications:**

Essential:	Desirable:
A levels or equivalent Proficient Use of computer-based software	Any training relevant to the agricultural or horticultural industries

Experience:

Essential:	Desirable:
Experience with and understanding of financial spreadsheets and procurement procedures; use of relevant software. Ability to travel to the site and home without assistance.	Any hands-on experience relevant to the agricultural or horticultural industries Full drivers licence

Specialist Training:

Essential:	Desirable:
Use of computer-based software	Any knowledge of crops/cultivation agricultural horticultural training

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Polite articulate manner; good English language skills; occasional flexibility in hours on a given day; if an event or activity requires it.	

Date of description: March 20/21**Compiled by:** Lydia Smith

