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| **JOB DESCRIPTION** | | |
| **SPECIFIC JOB TITLE** | Administrator – Science Support | |
| **LEVEL/GRADE** | C | |
| **JOB FAMILY** | Business Support | |
| **CONTRACT TYPE** | Permanent | |
| **HOURS** | 37 hours per week | |
| **REPORTS TO** | Executive Assistant to CEO and Executive Team | |
| **DEPARTMENT** | Executive | |
| **LOCATION** | Harpenden (1 post); North Wyke (1 post) | |
| **DATE** | June 2025 | |
| **OVERVIEW OF ROLE/JOB PURPOSE** | | |
| You will work as a team with one other Administrator, reporting to the Executive Assistant to the CEO and Executive Team, to provide high quality administrative support to our Science Directors (2) and Science Team Leads (6) engaged in agricultural research and the generation of grant and commercial income to support the work of the institute.  The role holder is expected to carry out the duties listed below, and any other duties reasonably required by the CEO or other members of the Institute, commensurate with the grade and level of responsibility for this post, including some local and national travel. | | |
| **MAIN DUTIES OF ROLE** | | |
| **Generic Outputs** | **Description of Outputs** | **Description of Job Specific Duties** |
| **WORKING WITH OTHERS** | Acting as a point of liaison between the senior science team and their internal and external stakeholders. | * Act as a trusted point of contact to the senior science team for internal and external stakeholders. * Handle external and internal enquiries and respond appropriately. |
| **SCHEDULING AND DIARY MANAGEMENT** | Delivering proactive and efficient support for the senior science team to manage busy work schedules. | * Provide effective scheduling and diary management support for the senior science team (SDs, STLs, deputy STLs). * Co-ordinate meetings, workshops and events including booking venues and refreshments. * Book travel and accommodation and produce travel itineraries for the senior science team * Manage expenses claims and credit card reconciliations for the senior science team. |
| **MEETING**  **CO-ORDINATION AND SUPPORT** | Efficient servicing of a range of meetings | * Organise internal meetings as requested * Prepare agendas, take minutes, and follow up on action items. |
| **ADMINISTRATIVE SUPPORT** | Respond to requests to carry out a range of administrative tasks to support the work of the senior science team in running their teams’ activities | As requested, and delegated by the SDs and STLs/deputies s:   * Produce briefing papers, reports, presentations, documents, schedules * Assist in tracking project timelines, deliverables and budgets * Place orders for resources, supplies and equipment and track delivery * Process requisition, purchase and sales orders. * Carry out right to work checks for visiting workers. * Carry out specific projects and initiatives as requested. * Maintain comprehensive and accurate information systems including databases and spreadsheets and produce management information as requested. |
| **PROCESS IMPROVEMENT** | Maximising the potential of a range of systems and software to support streamlined and efficient workflows and reporting. | * Take the initiative to improve processes and systems to enhance workload management and efficiency within the senior science team making full use of available systems and software (including Unit4, electronic filing system, Excel, Outlook, PowerPoint, AI applications). |
| **CONTINUING PROFESSIONAL**  **DEVELOPMENT** | Proactive planning of development opportunities which serve to broaden existing knowledge base and lead to acquisition of new skills. | * Be proactive in reflecting on own performance and identifying and acting upon areas for improvement and development. |
| **PERSON SPECIFICATION** | | |
| **Experience**  Experience of:   * Applying organisational and administrative skills to support teams in a busy environment. * Maintaining effective records and using office systems/procedures. * Using a range of computer software applications including databases and Microsoft Office (Word, Excel, Outlook, PowerPoint). * Collaborating effectively as part of a team to achieve defined outcomes.   **Skills, knowledge, and abilities**   * Excellent attention to detail and the ability to produce work of a high quality. * Ability to manage your own workload and time effectively and prioritise a number of competing tasks. * Excellent written and spoken English with the ability to communicate effectively via telephone, in person, and electronic means. * Confidence in working on own initiative. * A positive ‘can do’ attitude and flexibility in taking on a variety of tasks, often at short notice. * Genuine interest in working for an agricultural institute. * Commitment to working in a way that is consistent with Rothamsted values: embracing innovation and change, pursuing excellence, working collaboratively, acting with integrity. | | |
| **COMPETENCIES** | | |
| * Personal effectiveness * Innovation and problem solving * Relating positively to others * Teamwork and collaboration * Developing self and others to deliver excellence * Communicating and influencing | | |