

## JOB DESCRIPTION

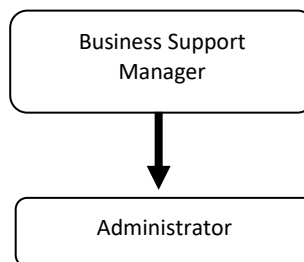


**Job title:** Administrator

**Pay Band** Band 3

**Department:** Administration

**Reporting Structure:**



**Staff reporting to postholder:** None

**Main purpose of job:**

Provide an administrative support service to scientific staff in the Bioservices division and the Virus Surveillance Unit (VSU) and provide secretariat to the Animal Welfare and Ethical Review Body (AWERB) Committee.

**Main duties of postholder:**

Provide secretariat to the AWERB Committee ensuring that meeting dates are set, room bookings are made, relevant papers are timeously sent, and accurate minutes are recorded and distributed. Ensure that action points are duly completed as well as any other relevant matters relating to the AWERB Committee.

Provide support including database management in relation to Home Office project/personal licence applications and amendments to ensure that records are kept up to date and review dates are monitored.

Responsible for notifying the British Cattle Movement Service (BCMS) of cattle movements, deaths, births and checking that Moredun records match the BCMS database. Responsible for monitoring receipt of cattle passports and recording relevant information on the database.

**Main duties of postholder:**  
(continued)

Provide an administrative service to Bioservices, VSU, Pathology and the Business Support Manager to include database management, archiving, minute taking and other general tasks.

Provide secretariat to the bi-annual Tripartite Surveillance meetings.

Provide secretariat to the GM Safety Committee meetings.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Attainments:</b>	Higher qualifications or equivalent to include English and Maths	HNC/HND Administration
<b>Experience:</b>	At least five years' experience in a similar role providing administrative support to several different functions	A scientific/farming background
	Experience and confidence in producing accurate minutes in a timely manner.	
	Experience in maintaining databases (i.e. Excel).	Experience in maintaining complex databases (i.e. web-based packages / LIMS).
	Experience of using MS Office packages including Word and Excel	
<b>Skills:</b>	<p><b>Communication</b> - excellent interpersonal and communication skills, oral and written</p> <p>Ability to provide effective verbal communications to staff, visitors, collaborators or clients.</p> <p>Able to represent the organisation in a professional manner.</p>	
	<p><b>Managing relationships</b> – ability to deal with a wide range of people with tact and diplomacy</p> <p>Able to build and maintain effective working relationships with a range of people.</p>	

**Skills:**  
(continued)

Essential	Desirable
<p><b>Team working</b> - ability to work flexibly and effectively as part of the team.</p>	
<p><b>Resilience</b> - strong ability to work with ambiguity and constantly changing set of circumstances and issues.</p> <p>Ability to remain calm and effective under pressure and adapt to last minute changes.</p>	
<p><b>Confidentiality</b> – awareness of the importance of confidentiality and discretion.</p> <p>Able to take responsibility for the processing and storage of sensitive and confidential information.</p>	
<p><b>Planning and organisation</b> - able to work on own initiative, prioritise workload on a daily basis, plan activities taking into account deadlines and resources.</p>	
<p><b>Flexibility</b> - ability to adapt and work effectively with a variety of situations, individuals or groups.</p> <p>Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes.</p> <p>Ability to respond quickly to unplanned requests.</p>	