BioYork Administrator
Department of Biology

Closing date: 24 April 2019
Interview date: To be confirmed
Vacancy reference: 7534
INTRODUCTION

BioYork is based in the Department of Biology and is a newly established initiative at the University of York focused on the bioeconomy. The bioeconomy is the use of renewable biological resources to produce food, materials and energy. BioYork’s ambition is to deliver impact across the bioeconomy and activity is based on three key themes: Heal (research for healthcare and pharmaceuticals), Feed (improving the productivity, sustainability and nutritional value of crops and food) and Fuel (developing new sources of bio-based fuels and chemicals).

This newly created post will provide administrative support to the BioYork Office. Assistance is required for different BioYork activities including an academic and industrial network called High Value Biorenewables. The Administrator will ensure the BioYork Office is run smoothly: organising meetings and events, maintaining records, preparing documents, managing emails and calendars, undertaking some financial monitoring and other office duties as required.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service for a Department or Service.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Apply a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers.
- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.
- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications.
- Provide effective and efficient administrative/secretarial support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events.
- Act as PA and manage the diary for a line manager; typically acting as a point of contact, arranging internal and external meetings and making travel/accommodation arrangements.
- Produce departmental/service-related documentation using different media, e.g., newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc.
- Assist in organising all aspects of keynote visits, meetings, events, workshops, and conferences.
- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s).
- Maintain the department/service website/webpages and update content as required.
- Assist in the preparation of relevant department/service documentation and processes, including timetable, assessments and examinations; ensure the timely dissemination of information to the appropriate people.
- Process invoices and orders, making effective use of departmental/university financial administrative process as required.
- Supervise the work of an administrative colleague, allocating and checking work as required.

Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.
**PERSON SPECIFICATION**

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>A' level or higher qualifications (or equivalent)</td>
<td>Desirable</td>
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<th>Knowledge</th>
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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of office financial monitoring processes</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and on-line media</td>
<td>Essential</td>
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<td>Knowledge of Google docs and tools</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to work with confidential documents and information</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<td>Experience of working in a higher education or similar research environment</td>
<td>Desirable</td>
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### Personal attributes

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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Excellent interpersonal skills; a conscientious, friendly and helpful manner</td>
<td>Essential</td>
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BioYork is a newly established initiative at the University of York focused on the bioeconomy. The bioeconomy is the use of renewable biological resources to produce food, materials and energy. BioYork’s ambition is to deliver impact across the bioeconomy and our activity is based around three key themes: Heal (research for healthcare and pharmaceuticals), Feed (improving the productivity, sustainability and nutritional value of crops and food) and Fuel (developing new sources of bio-based fuels and chemicals). BioYork acts as a hub for bioeconomy activity arising from York and we work to develop new partnerships between academia and industry.

BioYork also encompasses a networking organisation called High Value Biorenewables (HVB) which is a membership organisation for academics and industrialists. HVB organises events to promote research and encourage networking.

BioYork occupies a newly refurbished office and business room in the Department of Biology.

The Department of Biology is a large teaching and research department and welcomes staff and students from around the world. The Department celebrates excellence, breadth and diversity across the spectrum of modern biology. In the 2014 Research Excellence Framework (REF) exercise, the Department of Biology was again placed in the top 10 in the UK. We are ranked 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7534
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 April 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Caroline Calvert at caroline.calvert@york.ac.uk or 01904 32 8763

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835