



## **Business administrative assistant**

**UKRI — NERC — BGS**

**The Lyell Centre, Edinburgh**

**£19 404 to £21 091 per annum (depending on qualifications and experience)**

**Part time: 18.5 hours a week (a range of flexible working options may be available)**

**Permanent appointment**

**About us** The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world-leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

The BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites: a head office in Keyworth, near Nottingham, and the Lyell Centre, which is a joint collaboration with Heriot-Watt University in Edinburgh. The BGS works with more than 150 private sector organisations as well as having close links with 40 universities, and sponsors approximately 100 PhD students each year.

A vacancy has arisen for a highly organised and self-motivated business administrative assistant to join the BGS offices in Edinburgh, which are located in the Lyell Centre on the Heriot-Watt University campus.

### **About the role**

With proven administrative skills and experience, your work will include:

- Complex diary and travel management for the science director for national geoscience, enabling them to maximise the efficiency of their work.
- Meetings support including organising rooms, issuing invites and relevant papers and arranging refreshments and/or catering.
- Document management and attendance at meetings on- or off-site as required, including the production of notes/minutes.
- Actively reviewing and chasing actions following the issue of notes/minutes.
- Proofreading and formatting reports as required.
- Using the UK Shared Business Services Oracle system to raise requisitions and purchase orders, order goods and services, and pay invoices.
- Managing the science director's expenses claims.
- Provide cover for other business assistants as required.

You will also be expected to:

- Support large BGS events taking place at the Lyell Centre.
- Assist the executive assistant and provide cover when required.



### **About you**

Qualified to Standard grade general level or equivalent qualifications in English language and mathematics, you must have previous work experience (likely to be at least two years) in an office environment, including diary management, meetings/events planning and a range of other administrative support tasks. In addition, you must have good keyboard skills and experience of Microsoft Office software.

You must have a self-motivated approach to managing time and prioritising workloads, and evidence of working unaided to meet deadlines. The post involves team working, therefore you should be able to work effectively with others and encourage a good team-working environment.

Please also refer to the specific essential and desirable criteria for this post.

### **What we offer**

A generous benefits package is also offered, including a very competitive pension scheme, 30 days' annual leave plus bank holidays, free parking and access to flexitime. For a salary at the top end of the advertised range, you will also need to meet the desirable criteria detailed on the TopCareer.jobs website.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI terms and conditions and pay.

### **How to apply**

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought-through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services. To apply, please visit our job board at [http://www.topcareer.jobs/Vacancy/irc250650\\_9829.aspx](http://www.topcareer.jobs/Vacancy/irc250650_9829.aspx)

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

**Closing date for receipt of applications is 1 September 2019. Interviews are likely to take place on Monday 9 September 2019 in Edinburgh.**

The BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and



who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation's commitment and progress in developing a diverse and inclusive workforce.

<b>Specific skills criteria</b>		
	<i>Essential:</i>	<i>Desirable:</i>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Standard grade general level or equivalent qualifications in English language and mathematics and equivalent practical work experience</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Work experience in an office environment</li> <li>• Evidence of good keyboard skills and experience of Microsoft Word, Outlook and Excel</li> <li>• Experience of attending meetings and minute taking</li> <li>• Evidence of an active, self-motivated approach to managing time and independently prioritising workloads to meet deadlines</li> <li>• Demonstrate clear and concise verbal and written communication, presenting a professional image at the level required for specific tasks</li> <li>• Able to travel for meetings when required</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Practical working knowledge of all aspects of Microsoft Office but specifically Word and Outlook</li> <li>• Ability to learn bespoke IT packages</li> </ul>	



<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised</li> <li>• Good attention to detail</li> <li>• Ability to prioritise work and meet tight deadlines</li> <li>• Ability to work within a variety of teams, demonstrating an ability participate as a team member</li> <li>• Flexible approach</li> <li>• Ability to adapt and changing priorities</li> <li>• Ability to empathise with the needs of the business and colleagues and relate this to your support role in the organisation</li> <li>• Evidence of being able to use initiative and work proactively with minimal supervision</li> </ul>	
<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Able to travel off-site occasionally</li> <li>• Alignment to BGS core values</li> </ul>	
<p><b>MOTIVATION</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate an interest in the work of the BGS and NERC</li> <li>• Display an enthusiasm for the role and a desire to develop this further</li> <li>• Have a commitment to personal development and continued learning</li> </ul>	

