BioSS seeks a motivated individual to provide administrative support to our staff based in our offices at the University of Edinburgh, and in particular to our UK Variety Trials team. This position provides a stimulating mix of roles, ranging from normal office duties to generating simple reports from scientific data – full training will be provided for this aspect of the post.

BioSS is a member of the SEFARI (Scottish Environment, Food and Agriculture Research Institutes) collective (https://sefari.scot/), and offers a stimulating working environment, with over 40 staff and students at four locations, collaborating on applications in plant & crop science, animal health & welfare, environmental science & ecology, and nutrition & human health.

**Main Purpose of Job**

- Administrative support to the BioSS Administrative Officer and the BioSS Research Operations Manager as well as BioSS staff in Edinburgh.
- Processing of variety trial data.

**Main duties of postholde**

Administrative duties:

- Support organisation of BioSS meetings and events including ordering catering, preparing ID badges and printing documentation;
- Provide support to:
  - the Administrative Officer – including deputising for this post
  - the Research Operations Manager
  - the Director when in Edinburgh
  - the Training Coordinator for face-to-face courses – book venues, contact attendees, liaising with others to ensure that current software is installed on the machines, prepare training certificates for BioSS course attendees
  - the BioSS social media team by collating and passing on information on publications, events, activities etc.
- Maintain and update the BioSS outputs database, including entering and checking details for refereed publications;
- Update and maintain records and files – invoices, timesheets and others as required;
• Enter staff time code data into the online financial system;
• Carry out H&S checks and ensure that relevant H&S, First Aid and other related information is up to date and on display at the BioSS Edinburgh site;
• Provide support to the AWARE committee – researching information relevant to maintenance of our Healthy Working Lives award, distribute this to staff in an efficient manner, and encouraging staff to take part in AWARE activities;
• Order goods and services;
• Maintain stationery supplies;
• Reconcile credit card expenses;
• Update noticeboards (at the Edinburgh office and on the BioSS Intranet);
• Undertake general office duties including photocopying, processing mail, reception duties, data input, word processing, printing address labels, arranging for poster production.

Variety trial responsibilities:
• Support VT team in routine generation of plans for field trials using our in-house software, and transmit these plans to trials officers (NB training will be provided for this and all VT responsibilities);
• Support VT though routine analysis of trial data, compilation of reports, identification of issues, and transmitting to trials officers, trials coordinators and inspectors;
• Recognise difficult issues that arise and pass these on senior colleagues;
• Maintain our variety trial web portals for clients;
• Act as point of contact for trials officers, trials inspectors, trials coordinators, funders and statistical colleagues at NIAB and AFBI.

Qualifications/Skills/Knowledge

Essential

• A higher or equivalent in a quantitative subject
• Demonstrable enthusiasm and initiative
• The ability to work independently
• Competence in Word and Excel
• Evidence of use of modern computer software
• Evidence of good written and verbal communication

Desirable

• Relevant work experience
• A University degree

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, and encourage applications from underrepresented groups in STEM, particularly women, BAME and LGBTQ+. We encourage flexible working and are happy to discuss options at interview stage.
BioSS has been awarded IiP Gold Status and is formally part of The James Hutton Institute, a Scottish charity No. SC041796.

The James Hutton Institute is a: Stonewall Diversity Champion; Athena SWAN Bronze Status Holder; Disability Confident Committed Employer and a Living Wage Employer.

You must have the right to work in the UK to be eligible for this position.

For further information, please visit the BioSS vacancies page at http://www.bioss.ac.uk/vacancies.html. To apply for the post, please visit www.hutton.ac.uk/Careers. Potential applicants may contact Magda Widera (magda.widera@bioss.ac.uk) to discuss this position.