

# Candidate Brief

**Apprentice Office Administrator (IT)**

**CABI UK (Wallingford)**

**August 2016**

## CABI BACKGROUND

CABI ([www.cabi.org](http://www.cabi.org)) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

### CABI's Knowledge Business

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

### Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.

### Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

### Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Apprentice Office Administrator (IT)
<b>Salary range:</b>	£10k per annum
<b>Grade:</b>	Hay Band 1
<b>Reporting to:</b>	IT Procurement Manager
<b>Key peer group:</b>	Wider CABI IT team both within and outside of the UK
<b>Location:</b>	Wallingford, UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> )

### Purpose of the role

To assist in the efficient and smooth running of the IT Department. This varied role will provide administrative support to the IT Procurement Manager and the Global Director IT Services as well as a full administrative service to the technical teams within the wider IT department.

### Candidate profile

You must have an excellent customer service focus and be highly organised with a flexible approach to your work. In addition you will need strong communication, interpersonal and IT skills, combined with the ability to manage competing deadlines while maintaining attention to detail.

### Key Accountabilities

- Plan and organise meetings by booking meeting rooms, producing agendas, setting up equipment, ordering refreshments and taking minutes.
- Log staff holidays, sickness and absenteeism and report to the appropriate manager and the HR department in a prompt and efficient manner.
- Coordinate international travel for staff, including assisting with flight and accommodation bookings, and assisting with visa applications.
- Assist with the management of IT budgets by coding invoices, passing them to the correct manager and ensuring that the purchase order system is kept up to date.
- Raise purchase orders in the absence of the Procurement Manager and ensure all requests for IT purchases are carried out in accordance with purchasing guidelines.
- Run reports both on IT systems and Excel.
- Update records on IT systems for logging software and hardware.
- Occasionally liaise with suppliers via email and telephone.

### Skills

- Good IT skills, including familiarity with MS Outlook, Word, Excel and PowerPoint.
- Organisational skills and the ability to manage large workloads.
- Good time management.
- Excellent attention to detail.
- Ability to communicate effectively both in writing and orally with staff at all levels within the organisation and externally.

### Education & Qualifications

- Qualified to GCSE standard.
- Relevant studies at higher education will be an advantage.
- Any relevant experience in administration would be an advantage.

### Personality Characteristics

- A passion to learn about administration and procurement.
- A strong customer service focus with great interpersonal skills.
- Enthusiasm, a professional attitude and the willingness to learn.
- Self-confident and a team player.
- Positive attitude and common sense .

#### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser [http://www.surveymonkey.com/s/CABI\\_Equal\\_Opportunities\\_Survey](http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey))

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

## SECONDMENT

This role may be filled on secondment from the corporate sector or from other large international development organisations. To discuss a secondment opportunity, please contact Neil MacIntosh, HR Director, at [n.macintosh@cabi.org](mailto:n.macintosh@cabi.org)

## HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 41/2016 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.