

General Information about Employment at Norwich BioScience Institutes

The Operations Centre (TOC)

TOC is the shared service organisation created as a result of the merger of support functions from The Institute of Food Research and the John Innes Centre in June 2006.

Institute of Food Research (IFR)

IFR's vision is to be a world-leading contributor to harnessing food for health and controlling food-related disease. It's mission is to undertake international quality scientific research relevant to food and human health; and to work in partnership with others to provide underpinning science for consumers, policy makers, the food industry and academia". IFR was 'created' in 1986, but can trace its origins back some 90 years to the Low Temperature Research Station in Cambridge (run by the UK Government's then Department of Scientific and Industrial Research) and the National Institute for Research in Dairying. The land and buildings at IFR are owned by BBSRC. The Institute is a registered charity (No. 1058499) and a company limited by guarantee (registered in England No. 03009972). IFR is grant-aided by the BBSRC. IFR receives a core strategic grant from BBSRC, and the balance of funding is won, in open competition, from various funding agencies in the UK and worldwide. <http://www.ifr.ac.uk>

John Innes Centre (JIC)

JIC is an independent, international centre of excellence in plant science and microbiology. It's mission is to carry out excellent fundamental and strategic research, towards generation of economic and societal impact; to train scientists; to make its findings available to society. The scientific research at the Centre makes use of a wide range of disciplines in the biological and chemical sciences, including cell biology, biochemistry, chemistry, genetics and molecular biology. The John Innes Centre is a registered charity (No. 223852) and a company limited by guarantee (registered in England No. 511709). The JIC is grant-aided by the BBSRC. The JIC leases the extensive land and buildings it uses from the John Innes Foundation, an independent charity (registered charity No. 313462) that was formed in 1910 following a bequest from Mr John Innes. JIC receives a core strategic grant from BBSRC, and the balance of funding is won, in open competition, from various funding agencies in the UK and worldwide. It is supported by over 40 different organisations. <http://www.jic.ac.uk>

The IFR and JIC are affiliated to the University of East Anglia (UEA) with which there are strong research and teaching links. Both Institutes are grant aided by the BBSRC (see: <http://www.bbsrc.ac.uk>) and are located on an attractive campus at the Norwich Research Park (NRP) adjacent to the UEA and the Norfolk and Norwich hospital.

The Genome Analysis Centre (TGAC)

The Genome Analysis Centre (TGAC) is an exciting new initiative, to be funded by BBSRC in conjunction with the East of England Development Agency (EEDA) and local authorities in Norfolk and Norwich. It is designed to ensure the rapidly changing sequencing needs of the British and International Non-biomedical Scientific Communities are met in the coming decade. It will be a world-class Centre focused on non-biomedical applications. As well as delivering world-class science an important part of its mission is economic and social impact and it is seen that this will be delivered by a strong skills, innovation and enterprise agenda.

Terms and Conditions of Employment

Staff are employed on terms and conditions negotiated nationally by representatives of BBSRC research institutes and employees. These T&C are similar to those of other UK research councils and UK civil servants.

BBSRC Employment Code

The BBSRC Employment Code sets out the main T&C of all staff employed by BBSRC sponsored research institutes. It contains the rules, which, together with the summary statement of terms and conditions, forms the employment contract, and gives additional information about the rules and BBSRC policies such as equal opportunities and health and safety, as well as information about agreements reached with the trade unions. Any changes in these terms and conditions are similarly negotiated with the unions at either national or local level.

The Employment Code is based on the terms and conditions of employment adopted in the Civil Service and negotiated with national union representatives, but there are many BBSRC variations which reflect the special needs of the Council and which have been negotiated within the BBSRC between management and trade unions.

Salary

The current pay grades for BBSRC staff (with effect from 1 July 2009) are set out below. Please see the advertisement for details of the pay grade for particular vacancies.

	Minimum	SP
Grade G	£54,565	£60,627
Grade F	£42,769	£47,521
Grade E	£33,780	£37,534
Grade D	£26,610	£29,566
Grade C	£21,098	£23,442
Grade B	£16,400	£18,222
Grade A	£13,185	£14,650

Pro rata amounts apply to part-time posts

Duration of Appointment

Funding details will be set out in offers of employment where applicable.

Probation

All appointments are subject to a probationary period of six months. This means that during this time work, health, attendance and conduct will be reviewed at regular intervals by Line Managers or Departmental Heads who will discuss performance with probationary staff.

Hours

The conditioned hours for full time staff are 42 gross (i.e. inclusive of meal breaks) per week, Monday to Friday. The normal office working hours are 37 net (i.e. exclusive of meal breaks) per week 09:00 to 17:00 Monday to Friday. Normal working hours may vary from this for some occupational groups.

JIC/TGAC

The formal working week for full time staff at JIC is Monday to Friday.

IFR

IFR operates a flexible working hours scheme. To comply with The Working Time Directive all employees must keep a record of all hours worked.

TOC

TOC operates flexible working with a flexible working hours scheme available to some staff. This is subject to operational need.

Holidays

In addition to public and privilege holidays which total 10.5 days per year the annual leave allowance for all staff is 27 days on appointment. The leave year runs from 1 April to 31 March and allowances for the current year are calculated on a pro rata basis determined from the actual start date to 31 March. The leave allowance increases to 30 days over a period of 3 years service.

Sickness Absences

It is a requirement to notify and provide evidence of incapacity during absences because of sickness. The BBSRC operates an occupational sick pay scheme as well as statutory provisions.

Superannuation

Appointments are pensionable from the outset. Staff will be able to choose between two pension arrangements:

Membership of **Nuvos**, an average salary occupational pension scheme with a 3.5% member contribution rate.

Partnership pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If the duration of the appointment is 12 months or more staff are automatically entered into the **Nuvos** scheme on appointment. Staff do not have to join the pension arrangements, they may opt out. Staff have 3 months from their start date to make a choice and this will be back dated to start date. For those with appointments less than 12 months in duration joining the scheme is optional.

Those who are ineligible for membership, may contribute to a Stakeholder pension with Standard Life, subject to eligibility. JIC/IFR/TOC/TGAC will not make any contributions to this arrangement, but your contributions may be made through payroll.

The retirement age for staff is 65 years; retention beyond the 65th birthday is exceptional.

Other Staff Benefits (JIC/IFR/TOC/TGAC)

- Free Car Parking
- Staff Canteens
- Social Clubs

Other Staff Benefits (JIC/TOC)

- On-site sports facilities administered by the JI Society

Trade Unions

There are recognised trade unions, for collective bargaining purposes.

Accommodation

The Institutes have Accommodation Officers

JIC/TGAC - Mrs Sam Lingwood, can assist finding temporary accommodation for new employees. Mrs Lingwood can be contacted between the hours of 09:00 to 17:00 Tuesday to Thursday on telephone number +44 1603 450467 or internal extension number is 2467. Email, samantha.lingwood@bbsrc.ac.uk

IFR – Miss Sam McRobert, deals with short-term accommodation for Visiting Workers. Miss McRoberts can be contacted between the hours of 09:00 to 17:00 Monday to Friday on telephone number +44 1603 450149 or internal extension number is 2149. Email, sam.mcrobert@bbsrc.ac.uk

Any other enquiries please contact the Human Resources Team.

Recreation and Leisure

NBI has a buzz, which many organisations lack and this makes it a great place to work. TOC staff enjoy excellent sports and social facilities including squash, badminton and tennis courts and a heated outdoor swimming pool during the summer season. The John Innes Society (JIS) organises many activities and social events and all staff, students and visitors are encouraged to participate. The JIS has two boats on the Norfolk Broads, kayaks, canoes and camping equipment, etc. All TOC staff, students and visitors may join the University of East Anglia (UEA) sports clubs and use their Sports Centre, which has a 50m pool, climbing wall, squash courts, sports hall, athletics track, etc.

NRP has a lively arts scene with many music, visual art and drama events at UEA. JIC has a first class lecture theatre and auditorium used by many local arts and music groups. Talented musicians are encouraged to exercise the JIC Steinway C grand piano!

Catering

A comprehensive menu of hot and cold food is available for most of the day in the catering areas on both sites. There is also vending machines for snacks and beverages.

Interview Expenses

Interview expenses usually can be claimed to the level of second class fares and overnight accommodation, subject to production of receipts.

Equal Opportunities

NBI is committed to the elimination of unfair and unlawful discrimination and to the promotion of equality of opportunities in its employment. Our aim is to promote equality of opportunity for all employees and prospective employees regardless of age, sex, disability, marital status, creed,

colour, sexuality and transgender, ethnic or national origin, and to ensure that no individual is disadvantaged by conditions or requirements which cannot be shown to be justified. Through the positive action of an Equal Opportunities Policy and current legislation, we aspire to develop a diverse workforce which can contribute to the success of the organisations

At NBI we operate an Equal Opportunities Policy, which applies to all employment procedures including recruitment and selection. Should you have any dissatisfaction about your treatment in the course of your consideration for a vacancy, send your comments to TOC Human Resources and your complaint will be investigated. If you have any special requirements in order to attend the interview please contact the Human Resources Department.

Directions to the John Innes Centre/Institute of Food Research/the Genome Analysis Centre

JIC and IFR are situated three miles to the west of the city of Norwich. There are frequent link-flights from Norwich airport (which is a 20 minute taxi ride from JIC) to Amsterdam and from here flights to many international airports. Approaching JIC/IFR by car, the Norwich Research Park is close to the A47 and B1108 Norwich-Watton road.

Travel

Numbers 21/22 buses run from the main road outside NBI (Colney Lane) to the city centre. You should disembark at Theatre Street for the Bus/Coach Station on Surrey Street. Other buses run from the Norfolk & Norwich Hospital (Stand A, Numbers 22,24,12,123,21,3,124) into the city centre and to the bus and rail stations via various routes. Norfolk County Council and Traveline operate a service where passengers can send a text message to get timetable information; visit www.passengertransport.norfolk.gov.uk for further information. JIC, IFR and TOC staff are entitled to purchase a special discounted 1 year travel pass for First Norwich area buses. Further details can be obtained from HR.

There is free car parking at both IFR and JIC sites.

Notice of Confidentiality

The laboratories at JIC and IFR perform original research and generate valuable intellectual property. Consequently, we ask all visitors to confirm that they will not use, or disclose, ideas or information gained that are not in the public domain without the written permission of the project leader concerned.

Note: Status of Further Particulars

These Further Particulars do not constitute a contract of service and do not in any way override the terms of any contract of service subsequently issued to the successful candidate.