



# JOB DESCRIPTION

**Job Title:** Human Resources Assistant and General Administrator

**Reporting to:** Human Resources Director

**Salary range:** TBC

**Location:** Head office, Milton Park, Oxfordshire

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## Purpose of the job

**Oxitec is a pioneer in controlling insects that spread disease and damage crops. Through world class science it is tackling the major global challenges of keeping people healthy and increasing food production and it is doing so in a way that is sustainable, environmentally friendly and cost effective.**

This role is designed to primarily support the HR function of the business through support and collaboration to enable the HR Director and HR Manager to accomplish and deliver their expected tasks to the business. In addition, this encompasses the General Administrator role which supports the smooth running of the day to day administration activities of the business and its requirements.

This is a great opportunity to work for a pioneering biotech company.

## Responsibilities

### Human Resources

- Keep accurate and up to date records on all employees and manage HR administration
- Maintaining current HR files and databases in a timely and proactively manner
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Drafting weekly and monthly management information and reports
- Working with line managers on HR and recruitment administration matters
- Updating and maintaining employment status and similar records
- Monitor and update all policies in line with current legislation and best practice
- Develop HR systems and processes including process flow maps to ensure smooth and effective running of HR
- Creating and distributing HR documents
- Maintaining HR computer systems by updating and entering data
- Support and develop recruitment campaigns (posting job adverts and organising interviews, timely execution of recruitment administration process, etc.)
- Proactively preparing new employee files, (setting up a designated log-in, workstation, and email address, etc.)
- Drafting and issuing (once approved) offer paperwork including contract of employments within 3 days of the decision being made
- Ensuring background and reference checks are completed
- Completing termination paperwork and organising exit interviews
- Proactively drafting and processing all payroll related documentation including holiday, sick and maternity related documents
- Provide L&D administration support including identifying and arranging approve L&D courses and activities
- Support pension administration activities related to auto enrolment

## Legal

- Maintain an accurate filing system for patents and IP/legal documents
- Follow up on XON legal department requests
- Maintain files and folders on legal documents for the organisation such as leases, NDAs, CDAs and consultants related documentation
- Liaison with XON, Oxitec management and inventors regarding the processing of related documentation
- Liaison with and organisation of notary related activities

## General

- Keep up to date with and promptly redirect emails in the [info@oxitec.com](mailto:info@oxitec.com) email account
- Keep up to date with and respond promptly to the [recruitment@oxitec.com](mailto:recruitment@oxitec.com) email account ensuring compliance with GDPR
- Manage reception duties including greeting and managing visitors
- Set up and manage meetings rooms for visitors and internal use
- Support the CEO's EA as required in meetings, events and other activities
- Manage all stationery matters including labelling, ordering, stock management and replenishment to ensure a tidy, fit for purpose stock of items
- Maintaining accurate and up to date major contacts records and information
- Ensuring the public areas; kitchen, meeting rooms and reception area are in good order, clean, tidy and well stocked with drinks and other consumables
- Provide administration support to senior management
- Be involved in requisitioning items for the company
- Maintain attendance and absence records i.e. working from home arrangements for fire and evacuation purposes
- Organise overseas postal deliveries and collections through 3<sup>rd</sup> party organisations

## Travel and Taxi Arrangements

- Help administer the travel company contract
- Help administer the corporate taxi contract
- Check related invoices and pass on for authorisation with appropriate paperwork

## Key Qualifications and Skills

- Must be diligent and organised
- Able to work successfully within a complex matrix environment
- Have a creative approach to problem solving and the development of solutions
- Good analytical skills
- Ability to work both independently and within a team
- Excellent stakeholder management skills
- Ability to build trust quickly
- Driven and proactive
- Ability to balance competing priorities from multiple stakeholders
- Demonstrate the ability to challenge, build credibility and work with integrity at all levels within the organisation
- Ability to work collaboratively across virtual teams
- Thrives and is resilient in an environment of change and ambiguity
- Good working knowledge of MSOffice

## Key Experience

- Experience of a fast-passed results driven environment
- Experience of supporting senior position holders by providing accurate information as required
- A track record of maintaining accurate records and data through HR information systems and/or databases
- Experience of working in HR would be a distinct advantage
- Previous experience of working in a reception environment would be beneficial
- Experience of working in a global business

## Behaviour

- Friendly and personable
- Creativity and Innovation
- Results Orientation
- Initiative
- Adaptability and Flexibility
- Teamwork
- Analytical Skills and Problem Solving
- Communication skills
- Engagement
- Highly Organised
- Diligent

## Application Process

If you have any queries about the vacancy or require any further information please contact [recruitment@oxitec.com](mailto:recruitment@oxitec.com) , or by phoning 01235 832393.

To apply for the vacancy, please send your CV to [recruitment@oxitec.com](mailto:recruitment@oxitec.com) and provide details of your salary expectations and your current notice period.

Applicants must be able to demonstrate having the right to work in the UK at the time of application

Start date: ASAP

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By submitting your application, you are providing explicit consent for Oxitec Limited to process your personal data for the purpose of recruitment as defined in the above Privacy Notice.

Please note we do not use agencies in our current recruitment process.