

## Vacancy for an Administrative Assistant

The **UK National External Quality Assessment Scheme for Immunocytochemistry and In-Situ Hybridisation (UK NEQAS ICC & ISH)** provides scientific services to healthcare laboratories in hospitals throughout the UK and overseas to help them monitor and improve the quality of their cancer test. Which in-turn improves outcomes for cancer patients worldwide.

UK NEQAS ICC & ISH has been in business for more than 40 years. It is fully accredited to international (ISO) standards and is a founding member of the UK NEQAS Charity.

We are comprised of an enthusiastic, hard-working team of scientists and administrative staff, based in Farringdon, London.



Due to the retirement of the post-holder a vacancy has arisen in the team for someone to contribute to the Scheme's work.

### Your role

You will participate in the work to support our:

- *office-based administration*
- *financial administration*
- *technical/scientific infrastructure*

### About you

- *you must be energetic, diligent and willing to apply yourself fully to your work*
- *you must be able to concentrate for extended periods and work accurately*
- *ideally, you will have had experience of working in an administrative and/or clerical role in an office environment*

If you are the right person for us we are prepared to train you and to help you develop in your role and so enjoy a successful career with us.



Your gross starting salary will be between £30,546 and £33,094 per annum (full-time, 37.5 hour 5-day working week), dependent on your experience and skill set.

If you want to know more about this opportunity, read the Job Description and Person Specification which are attached below.



To apply, send your **CV and a cover letter** to the Director (Andy Dodson) at: [adodson@ukneqasiccish.org](mailto:adodson@ukneqasiccish.org)

**We should receive your application by Friday 27<sup>th</sup> February at the latest.**

Visit our website at: [ukneqasiccish.org](http://ukneqasiccish.org)



# UK National External Quality Assessment Scheme for Immunocytochemistry & In-Situ Hybridisation

## **JOB DESCRIPTION**

POST:	Administrative Assistant
GRADE:	Grade 3 (EQAS-CD Salary Scale grades)
BASED AT:	5 Coldbath Square, London EC1R 5HL
RESPONSIBLE TO:	Office Manager
ACCOUNTABLE TO:	EQAS-CD Board of Directors
MAIN PURPOSE:	<ol style="list-style-type: none"><li>1. To assist with day-to-day administrative and clerical work</li><li>2. To assist with day-to-day technical duties</li></ol>

## **OVERVIEW OF UK NEQAS ICC & ISH**

Immunocytochemistry (ICC) and in-situ hybridisation (ISH) are slide-based technologies used in the majority of cellular departments that provide information to confirm the diagnosis of many pathological conditions and in particular, cancer. Additionally, in some settings the information they provide is prognostic and/or predictive of response to therapies.

UK NEQAS for ICC & ISH was established in the 1980's by a group of like-minded scientists to assess and improve the quality of ICC and latterly ISH testing. It was recognised by the UK Department of Health in 1988 and subsequently became a founding member of the UK NEQAS Charity, a charity registered in England and Wales.

The Scheme is registered with UK Accreditation Services and is a fully ISO accredited proficiency testing provider in the field of external quality assessment (EQA).

UK NEQAS-ICC & ISH is based at 5 Coldbath Square in Farringdon, London.

The Scheme has a large multi-national participant base. The majority of UK participants are clinical laboratories based in NHS hospitals.

The Scheme is a not-for-profit subscription-based service offering quality assessments of advanced investigations within the field of cellular pathology.

## POST-HOLDER'S DUTIES & RESPONSIBILITIES

The administrative assistant post holder is expected to support the service by performing the following duties:

1. Accurate packing and dispatch of testing materials for use by the Scheme's participants;
2. Unpack all returned slide packages and sort the submitted slides according to Module and Participant ID;
3. Final sorting of submitted slides prior to assessments;
4. Consult and accurately update the Scheme's database, which supports these activities;
5. Provide clerical support for the finance system, using the Scheme's automated financial book-keeping package;
6. Support the digital slide scanning activities of the Scheme;
7. Support the day-to-day clerical activities of the UK NEQAS ICC & ISH office
8. Update the Scheme's database with participant details, passwords and subscription details;
9. Other duties appropriate to the post as directed the Scheme Manager.

In addition to the above activities the post-holder will be required to:

10. Comply with the Scheme's Health and Safety regulations;
11. Take part in the Scheme's appraisal schedule as an Appraisee;
12. Be aware of and ensure their own compliance with disciplinary procedure, disciplinary rules, grievance procedures as set-out in the EQAS-CD Employee Handbook;
13. Be aware of and ensure their own compliance with the Health and Safety at Work Act;
14. Be aware of and ensure their own compliance with the Fire Guidelines and other Local Rules;
15. Be aware of and ensure their own compliance with the EQAS-CD Equal Opportunities Policy.

The hours of work are 37.5 hours per week within standard business hours.

The Scheme's Host organisation and legal entity is External Quality Assessment Services for Advanced Diagnostics Community Interest Company (EQAS-CD).

EQAS-CD has adopted an equal opportunities policy and pays specific regard to its content in relation to the treatment of employees and potential employees.

**This job description is not meant to be restrictive or exhaustive and duties may change in response to changing circumstances. These changes will be discussed with the post-holder prior to implementation.**

PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Skills Required</b>	Administrative office skills. Evidence of computer literacy. Able to work within strict timelines. Able to maintain accuracy.	Experience of invoicing procedures. Able to plan and organise own work.
<b>Knowledge Base</b>	Experience of working with Microsoft Office Suite of software or similar. In particular: Word and Excel. Internet/email skills.	Scientific knowledge/work experience. ECDL qualification.
<b>Experience</b>	Experience of working in an office environment Experience of working as part of a team	
<b>Communication</b>	Able to communicate efficiently, both verbally and in writing, in English: <ul style="list-style-type: none"> <li>to other members of the team;</li> <li>to Scheme participants.</li> </ul> Able to deal with telephone enquiries in a polite and efficient manner. Able to respond to emails and telephone requests in a professional manner. Able to send out information and packages. Able to maintain confidentiality and act in a professional manner.	
<b>Physical skills</b>	Competent keyboard skills.	
<b>Physical effort</b>	Able to carry and mail, slides, and documents between the UK NEQAS Office and Reception Office. Able to package and frank documents.	
<b>Other</b>	Flexible approach to actual hours of work. Demonstrate enthusiasm and motivation.	