

NBI Partnership

Additional Information

Information on the NBI Partnership

NBI Partnership Ltd (NBIP) is owned by the Norwich Bioscience institutes: the John Innes Centre, Earlham Institute, The Sainsbury Laboratory and Quadram Institute Bioscience. The Partnership provides non-scientific services to each of the owner institutions, supporting their internationally renowned scientific research. The NBI Partnership employs around 140 staff to cater for the needs of approximately 1100 Research Staff, Students and Visiting workers who are all located in close proximity on the Norwich Research Park.

Our Mission

To work in partnership with the Norwich Bioscience Institutes in the provision of effective, high quality, valued support services, which allow the institutes to realise their full potential as scientific research centres of excellence.

Our Vision

To deliver reliable, efficient, flexible, effective, helpful and respected services, which are proactive in addressing the changing needs of the institutes we support.

Our Behaviours

NBIP expects all staff, students and visitors to embrace the values and behaviours of the Partnership in order to maintain the quality of support required by the Institute. We do this through:

- ✓ **Working with others** as a team and a support service
- ✓ Being **Customer Focused**, by anticipating and meeting their needs
- ✓ Showing **Integrity**, by being open, honest and fair
- ✓ **Communication**, conveying information clearly and accurately
- ✓ **Continuous improvement**, through passion for innovation
- ✓ **Respect** for the dignity, belief and abilities of every individual
- ✓ **Leadership** that encourage, motivate and develops people to achieve

Summary of Terms and Conditions of employment

All offers of employment are subject to the completion of pre-employment checks. Additionally, all candidates must have the right to work in the UK as we do not hold a Sponsorship Licence. Please do not hesitate to contact a member of the HR Team if you have any questions.

Location: NBI Partnership, Norwich Research Park, Colney, Norwich, NR4 7UH

Pension: All new employees are eligible to contribute to a pension scheme.

We operate a Group Personal Pension (GPP) plan which is a defined contribution scheme. The employer's contribution is 10% of your salary and employees contribute 5% of salary. Employees may, if they wish, pay higher contributions.

Life Assurance is also available and includes a Death in Service benefit which equates to three times basic annual salary. Please note that the life assurance is only available to members of the GPP. Any pre-existing health conditions may impact on any life cover payment made by the insurer.

Employees appointed on a casual basis are able to join a workplace pension scheme managed by the National Employment Savings Trust (NEST), and employees may be automatically enrolled into this scheme, in accordance with pensions Automatic Enrolment legislation.

Probation: All appointments are subject to a probationary period. During this time, work, health, attendance and conduct will be reviewed at regular intervals by Line Managers.

Holidays: 25 days on appointment, rising to 28 days. Plus 8 Public holidays and 2.5 Privilege days.

Additional Benefits

Learning and Development: A wide range of training is available, alongside support for leadership and management.

Chestnut Nursery School at the Norwich Research Park: On-site childcare for babies, toddlers and young children (0-5 years old) is available at the Chestnut Nursery School. The nursery also runs Holiday Clubs for children aged up to 11 years. Subject to availability, parents and carers can also book temporary childcare when visiting the Norwich Research Park. For further information, please contact nrp@chestnut-nursery.co.uk.

Information about other childcare providers can be found at: <https://www.childcare.co.uk/search/All-Childcare-Services/Norfolk>

Voluntary Employee Benefits scheme: 'NBI Lifestyle' gives employees access to a great range of discounts on: travel bookings, high street vouchers, gift cards, cinema tickets, days out, leisure activities and day to day spending. The scheme offers something for everyone and endless ways to save online and in store.

Employee Assistance Programme: Employees and their families can also access wellbeing support through our Employee Assistance Programme, part of NBI Lifestyle. In addition to articles, webinars and information on many work, home and health related matters, the scheme offer a 24/7 telephone counselling service.

Sport and recreation facilities: Employees and their families can access a range of sports and recreation events and facilities (including an on-site barbeque, swimming pool and sports hall), provided by the John Innes Society.

Cycle to Work Scheme: Available via NBI Lifestyle, a Cycle to Work scheme allows employees to select a bicycle and associated safety equipment (up to £1,000 in value) from a number of local, national and on-line suppliers. An amount is then deducted from monthly salary for a period of 12 months, allowing employees to benefit from tax advantages.

Catering: Hot and cold food is available across the site.

Car Park: There is a car park for all staff and visitors on site.

Inclusivity and Diversity

The NBI Partnership prides itself on being a welcoming and inclusive working environment for all. We support a diverse and multicultural scientific community. We are committed to eliminating unlawful discrimination and promoting equality and diversity, enabling all employees to achieve their individual potential in an environment characterised by dignity and mutual respect (irrespective of age, disability, gender identity or reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation). All staff share in that responsibility.

As a Disability Confident employer, we also guarantee to offer an interview to all disabled applicants who meet the essential criteria for the post.



Note: Status of Additional Information

This Additional Information is non-contractual and will not in any way override the terms of any contract of employment subsequently issued to a successful candidate.

Interview information

Travel by car:

The Norwich Research Park is close to the A47 and B1108 Norwich-Watton Road, and to the A11 from London.

From the A11: Stay on A11 until you reach the Thickthorn Services (A47) roundabout. At the roundabout take the 2nd exit A47 (signposted Swaffham), At the junction with B1108 branch left (signposted Norwich) and at the roundabout take 3rd exit B1108. At the next roundabout take 1st exit, signposted Norwich, University. Go straight at the first set of traffic lights and then turn right at the second set of lights. Turn right at the next set of traffic lights and you will drive into the Norwich Research Park (Zone 2).

From the A47 (East): Take the A47 Southern Bypass towards Norwich (East) until the B1108 Junction. At the junction with the B1108 branch left (signposted Norwich) and at the roundabout take 1st exit signposted Norwich, University. Go straight at the first set of traffic lights and then turn right at the second set of lights. Turn right at the next set of traffic lights and you will drive into the Norwich Research Park (Zone 2).

From the A47 (West): Stay on the A47 until the junction with the B1108. At the junction with B1108 branch left (signposted Norwich) and at the roundabout take 3rd exit B1108. At the next roundabout take 1st exit, signposted Norwich, University. Go straight at the first set of traffic lights and then turn right at the second set of lights. Turn right at the next set of traffic lights and you will drive into the Norwich Research Park (Zone 2).

You will need to park in the numbered visitors' spaces which are located opposite the Centrum Building. To find these, drive down the slope as you enter the site and the road will bend round to the right. Follow this to the end and you will see numbered spaces on your right-hand side, opposite the Centrum Building. You can park in these spaces for up to 2 hours. If you plan on being longer than this, please inform reception as you will require a parking permit.

By bus:

Local bus providers include First Norfolk and Suffolk, and KonectBus.

For up to date information about bus numbers and timetables, please visit their websites, and look for buses to the University of East Anglia (UEA), or the Norfolk and Norwich University Hospital (NNUH). Both the UEA and NNUH are a 5 to 10-minute walk from the Norwich Research Park.

<http://www.konectbus.co.uk/timetables-fares/>

<https://www.firstbus.co.uk/norfolk-suffolk>

By train:

Norwich Railway Station is located in central Norwich, a 10-minute walk from the city centre. The station operates trains to London and across the UK. Further information can be found at <http://www.rail.co.uk/>

By Air:

Norwich International Airport is 30 minutes' drive from the Norwich Research Park. The airport provides links to over 70 European and 400 international destinations via the international hubs of Schiphol and Manchester airports. There are direct links to various UK destinations. Further information can be obtained from <https://www.norwichairport.co.uk/>

Stansted International Airport is an hour and a half by road, or an hour by train, from the Norwich Research Park. Stansted provides links to UK destinations and various European hubs for onward international connections. Further information can be obtained from <http://www.stanstedairport.com/>.

Gatwick Airport (London) has good train (via London), coach and road links to Norwich. Further information can be found at <http://www.gatwickairport.com/>.

Heathrow Airport (London) has good train (via London), coach and road links to Norwich. Further information can be found at <http://www.heathrow.com/company>.

Interview expenses

What can be claimed:

Rail/Coach/Bus	Cost of standard class fares only
Car Travel	Candidates may claim 45p per mile for the first 10,000 miles in the tax year, 25p per mile for over 10,000 miles in the tax year.
Air Travel	We will reimburse economic flights (e.g. budget airlines where possible and reasonable). Same day flights should be used wherever possible to minimise the need for overnight stays.

Candidates should seek authorisation for any flights over £400.

Taxis: Public transport should be used instead of taxis where it is reasonable to do so. Taxi fares will only be reimbursed where their use is considered cost-effective and/or the only practical form of public transport.

Special Requirements: Candidates with a disability who have any special requirements (e.g. car parking, use of taxi), should contact HR at nbi.recruitment@nbi.ac.uk as soon as possible, so that arrangements can be made in advance.

Accommodation: If candidates are unable to travel to and from the interview in a single day, they should contact HR at nbi.recruitment@nbi.ac.uk.

Meals: The limits below will apply to meals purchased during overnight stays, unless these are included in the hotel package. Claims for the purchase of alcoholic drinks and other additional expenses such as newspapers, internet access fees and other hotel services will not be reimbursed.

- Up to £7.50 for breakfast
- Up to £15 for lunch
- Up to £20 for dinner

Limits: Claims in excess of £250 for candidates travelling within the UK will only be paid if approved in advance of travelling by HR. Claims in excess of £400 for candidates travelling from outside the UK will only be paid if approved by HR in advance of travelling.