

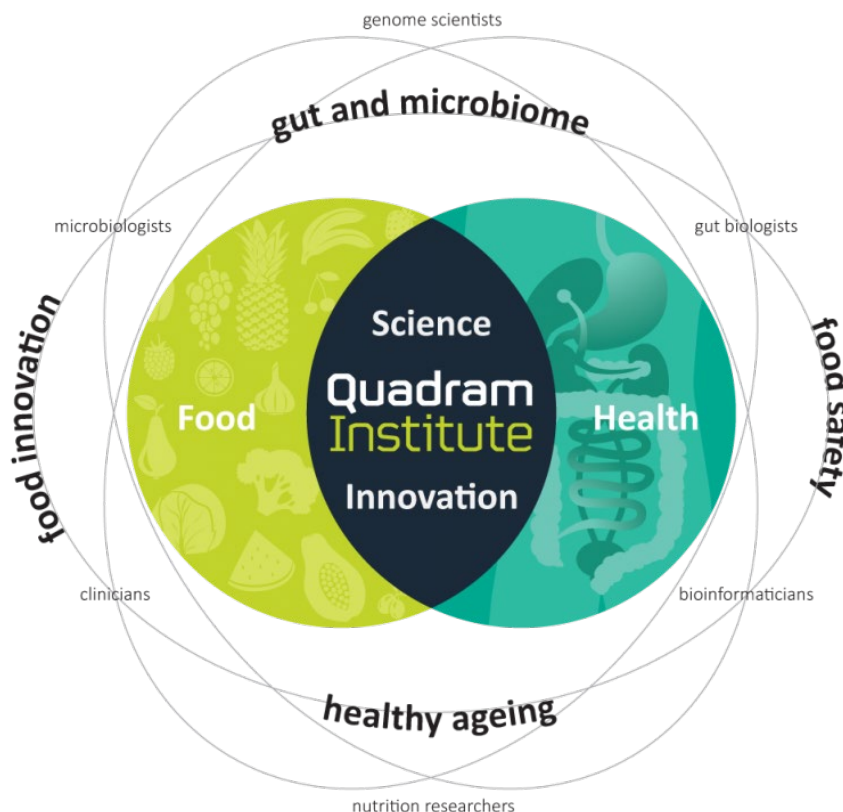
Additional information

Information on the Quadram Institute

The Quadram Institute is at the forefront of a new interface between food science, gut biology and health. It will develop solutions to worldwide challenges in food-related disease and human health and bring together the interdisciplinary teams and work with appropriate international organisations to address these major issues.

Clinicians will work alongside scientists conducting fundamental and applied research in a new single purpose-built, state-of-the-art building. Genome scientists, microbiologists, immunologists, gut biologists, mathematicians, clinicians, food scientists and nutritionists will link with each other across the fundamental and translational research pipeline: from lab to bedside, food to plate, and diet to health to deliver scientifically-validated and clinically-tested strategies to improve human health and wellbeing throughout life.

The new Institute will build on recent understanding of how food and the gut microbes interact, which is creating a fundamental shift in the way we understand and address the impact of food on health.



Location: Norwich Research Park

Pension: All new employees are eligible to join our Group Personal Pension Plan.

The pension plan 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 Group Personal Pension Plan.

As an alternative to the Group Personal Pension Plan employees will be automatically enrolled into a workplace pension scheme managed by the National Employment Savings Trust (NEST).

Probation: All appointments are subject to a probationary period. The probationary process is designed to be a supportive process to help the transition of new employees to the Institute. During probation the line manager will ensure that new employees are provided with a thorough induction plan and identify any areas of training.

Holidays: 25 days per annum, plus 8 Public holidays and 2.5 Privilege days. Privilege days are identified on an annual basis.

Additional Benefits

Learning and Development: We provide a range of training, learning and development opportunities for our staff.

Family/Dependent Support Fund: The Family/Dependent Support Fund provides some financial support for staff who wish to attend conferences, networking events, workshops and professional development opportunities but who have child care or dependent responsibilities which may make this difficult.

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/photo/77>

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 be deducted from monthly salary for a period of 12 months, allowing employees to benefit from tax advantages.

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: The John Innes Society provides employees and their families with access to a range of sports and recreation events and facilities, including swimming pool and sports hall.

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

Car Park: Car parking is available to staff on site.

Recreation: Regular events to entertain people working at the Norwich Research Park and their family are held throughout the year.

Multi Faith Room: A quiet room is available and can be used for religious requirements.

Welfare Suite: this also includes facilities for nursing mothers.

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 in advance of travelling by HR.

Notice of Confidentiality

The Institutes perform original research and generate valuable intellectual property. Consequently, we ask all staff and 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 scientist concerned.

Equality and Inclusion

We welcome and support individuals from under-represented groups. **Everyone is responsible for treating others with dignity and respect, without unfair discrimination, and for promoting equality in all matters.**

The Quadram Institute is in the process of applying for an Athena Swan award. The Athena SWAN charter recognises and celebrates good practice in recruiting, retaining and promoting women and gender equality in the fields of science, engineering, maths and medicine (STEMM) as well as in arts, humanities, social sciences, business and law (AHSSBL).

The Institute is committed to eliminating discrimination and promoting equality and diversity, enabling all employees to achieve their individual potential in an environment characterised by dignity and mutual respect.

Managers and staff have a joint responsibility to ensure that in the course of their employment no employee or applicant is discriminated against in relation to one or more of the following 'protected characteristics' as defined in the Equality Act 2010: age, sex, race, religion or belief, sexual orientation, disability, marriage or civil partnership; pregnancy or maternity, gender reassignment or on other grounds which cannot be justified.

All employees are personally responsible for preventing behaviour by themselves that has the effect of being discriminatory, irrespective of the intention behind the behaviour.

This document does not constitute a contract of service and do not in any way override the terms of any contract of service subsequently issued to a successful candidate.

