

Additional Information

Information on the John Innes Centre

The John Innes Centre (JIC) is an independent, international centre of excellence in plant science and microbiology. Our mission is to carry out fundamental and strategic research, to train scientists for the future and to make our findings available to society.

The scientific research at the Centre makes use of a wide range of disciplines in the life sciences, physical sciences and mathematics. We value and promote independence, creativity and innovation, and we encourage collaboration and cooperation.

The John Innes Centre is committed to the personal development of its staff and students, offering a courses and online programmes in career development, interpersonal skills, leadership and management and scientific training.

The John Innes Centre prides itself on being a welcoming, inclusive and collaborative working environment for all. We are proud to hold a prestigious Athena SWAN Gold award, recognising the impact of our work in promoting gender equality in science, and to be members of the Stonewall Diversity Champions programme.

The Institute's most recent staff surveys indicated 88% of respondents felt proud to work at the John Innes Centre, 91% said they are supported to try new ideas, 99% said they were interested in their work and 88% of staff said JIC is a great place to work.

Personal Attributes

The John Innes Centre values all its staff. We believe that to sustain and enhance our reputation as an international centre of excellence in plant and microbial research, positive personal attributes should be embedded in our activities. The attributes of JIC are;

- ✓ We communicate effectively and appropriately with all people at all levels inside and outside of JIC
- ✓ We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions
- ✓ We are passionate about excellence at JIC: this is our most important principle and our benchmark. Our reputation is founded on excellence
- ✓ We value the skills and competence of all our staff and respect them as individuals. In turn, we expect respect to be shown to each other, our collaborators and those with whom we come into contact
- ✓ We take ownership of our work and exercise initiative to ensure it is executed and delivered to the best of our ability. We recognise the positive influence of enthusiasm and commitment in the delivery of excellent science with impact

Summary of Terms and Conditions of employment

Location: John Innes Centre, Norwich Research Park, Colney, Norwich, NR4 7UH

Pension: The Institutes operate a Group Personal Pension Plan, which you are eligible to join from your date of commencement.

The pension plan is a defined contribution scheme. The Institute will contribute 10% of your salary and you contribute 5% of your salary. You have the option of contributing more, should you wish. The administration of the pension scheme is managed by our pension advisor Willis.

If you decide not to enter the Group Personal Pension Plan, you may be automatically enrolled into a workplace pension scheme managed by the National Employment Savings Trust (NEST), 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. Plus 8 Public holidays and 2.5 Privilege days. (Pro rata for part time employees).

Living and working in Norwich

Norwich is a city of culture, with its rich history of art and writing, as well as a city of science. It was voted the best place to work in the UK in 2015 and you'll find an exciting blend of the old and the new, with plenty of things to do for all ages, all year round.

Getting around is easy, with regular trains to Cambridge and London, plenty of city bus routes and an international airport. Life in Norfolk is relaxed and exciting at the same time, whether you're into the vibrant nightlife or the stunning natural beauty of the Norfolk Broads. Find out more about [living and working in Norfolk](#).

Additional Benefits

Learning and Development: A wide range of specialist scientific training is available, alongside support for leadership and management, career development and coaching and mentoring.

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 here.](#)

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 a barbeque, swimming pool and sports hall.

Cycle to Work Scheme: The Institute endorses a salary sacrifice scheme for 12 months where the cost of a bike is taken out of the gross salary before tax and NI deductions.

Loan Bikes: The Institute has a limited number of bikes available for personal use for up to three months for visiting workers and students.

Catering: Hot and cold food is provided across the site. Confectionary, hot and cold drinks and vending machines are also available.

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

Multi Faith Room: A multi faith room with washing facilities is available.

Welfare Suite: This also includes facilities for nursing mothers.

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.

Inclusivity and Diversity

The John Innes Centre prides itself on being a welcoming and inclusive working environment for all. We have a diverse and multicultural scientific community, thrive on our European and international links and welcome and support individuals from under-represented groups.

The John Innes Centre is proud to hold a prestigious Athena SWAN Gold award, recognising the impact of our work in promoting gender equality in science and to be a member of the Stonewall Diversity Champion's programme (<http://www.stonewall.org.uk/>). As a Disability Confident employer, we also guarantee to offer an interview to all disabled applicants who meet the essential criteria for the post. Additionally, as a founding signatory of the Technician Commitment, the John Innes Centre is committed to development of our technicians and have embedded a culture where all staff are supported and developed.

The Institute is 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 regardless of age, disability, gender, or other personal characteristics, beliefs and backgrounds regardless of age, disability, gender, or other personal characteristics, beliefs and backgrounds. All staff share in that responsibility.



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 JIC.

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 JIC.

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 JIC.

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 John Innes Centre.

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

<https://www.firstgroup.com/norfolk-suffolk?operator=22&page=1&redirect=no>

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 JIC. 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 JIC. 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. Meals are only reimbursed where the candidate travels a distance of greater than 5 miles and is also absent from their usual residential address for 5 or more hours.

- 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.

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.