

Research services

Administration Department

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The Administration Department is responsible for not only the day-to-day smooth running of the Institute but also for longer-term assessments and planning. Its work includes two major areas, Personnel and Finance. Staff costs represent the major component of expenditure, accounting for 66% of the Institute's recurrent budget.

Not surprisingly, therefore, the work of the Personnel Section is vital to the success of the Institute. The Personnel Section carries out the administrative induction for new members of staff and supervises probation procedures during their first year of employment. It is responsible for monitoring absences with particular emphasis on those attributed to ill-health. Personnel handle requests for job evaluations at the request of both individuals and Institute management. In addition, it co-ordinates the recruitment of Institute Staff and, during the year, 46 posts were advertised, attracting 563 applications from external and internal sources. The training budget is administered by Personnel on behalf of the Institute Training Committee. Personnel staff collate training requests from staff and also arrange training with the appropriate training providers. Personnel are involved in monitoring the progress of the research students based at the Institute. During the year, approximately 50 students were working at the Institute. Assistance



is provided to new staff, visitors and students with accommodation and other welfare related matters. Throughout the year, Personnel staff were involved with the Institute's Investors in People Initiative.

The Institute continues to operate under considerable financial pressure as the Grant-in-Aid it receives from Government has declined and will continue to decline in real terms. The control of the Institute's finances is therefore a critical activity to aid in the continuing production of successful science by the Institute. Capital grant received from SERAD is still an important source of finance.

However, increasingly, funds are gained from other sources to provide the necessary infrastructure to maintain and expand the quality and quantity of science within the Institute.

Each month the finance team within the Department pays in excess of 350 members of staff, processes in excess of 1100 purchase invoices from suppliers, and raises over 20 sales invoices. The Institute is project driven and over 200 projects are maintained and monitored at any one time. The team also maintains over 1500 items on its fixed asset register, ranging from PC Computers to laboratory buildings. The team is undergoing a period of rapid development as it introduces a more modern and flexible computerised accounting system, which will deliver a better service to the users of financial information.

