

School Administrator (Governance and Operations)

Office of the School of Technology

Closing date: 14 January 2022

Job Reference: NN27949



School Administrator (Governance and Operations)

Salary:

£37,467-£50,296

Contract:

2 years fixed term
(or internal secondment)

Location:

Central Cambridge

Department:

Office of the School of
Technology

Responsible to:

Secretary of the School of
Technology

Working pattern:

Full-time

Purpose of the role

The role of School Administrator in the areas of governance and operations is responsible for the day-to-day administration of all activities and processes linked to those areas. The post holder will be expected to influence the development of University policies in the relevant areas, determining which aspects of a proposed new policy will affect the School, and then negotiating, directly and through others to achieve necessary changes.

Main Responsibilities

Support the preparation of meetings of the Council of the School and the Strategy and Planning Committee, drafting agendas, papers and minutes as necessary, ensuring the flow of recommendations and decisions from reporting Committees, and taking follow-up actions.

Lead on the development and implementation of operational processes at the School level, defining timescales and taking into account relevant inputs from senior management within the School and from the Departments if necessary. On behalf of the School Secretary, managing the School Office, and maintaining a schedule of all the regular business, and ensuring it is done. Handling in particular: HR issues; setting procedures for the School; and driving change and improvement projects.

Lead on the School's conflict of interest register, the risk register, the emergency plans/continuity plans, and audit issues, designing and managing the timeframe for the revisions, updating the information and reflecting emerging opportunities based on a clear understanding of risks faced by the School. Key contact point for the departmental administrators, and arranging all the necessary training and updates for departmental contacts as and when necessary.

Lead on the School's website, ensuring a user-friendly and outward looking interface as well as helpful reservoir of information, being responsible for the design and development of the website, initiating regular updates, and coordinating and supporting the specialist areas as required.

Assist with the planning round as and when required by the Secretary of the School, being responsible for the planning meetings with Departments, researching and preparing the relevant management data and KPIs, drafting the necessary documentation and monitoring the vision implementation plan.

Taking forward independently ad-hoc projects which require senior level management.



Person specification

	Essential	Desirable
Experience		
Experience of working at a management and senior administrative level in university administration or similar, with a demonstrable working knowledge of regulatory compliance.	✓	
Evidence of reasonable dexterity with numbers and basic numerical analysis is required in at least advanced School-level qualifications.	✓	
Experience of any of the following would be relevant: gathering data, writing reports, compiling evidence, creating marketing materials and preparing for audits.	✓	
Experience of managing staff.	✓	
Experience of formal committee secretariat.		✓
Skills		
Secure grasp of strategic issues in context of University and national policies, and able to apply these to the School's core activities.	✓	
Ability to contribute effectively to the development, communication and implementation of policy.	✓	
Ability to use own initiative to work proactively, planning and driving projects forward independently.	✓	
Ability to design and implement effective administrative processes	✓	
Advanced IT skills (Microsoft Office including Word and Excel plus general ability to manage folders, search for information on the web, use web-based applications, etc.).	✓	
Excellent English comprehension and writing skills for precise and succinct written communications. Similar clarity and efficiency in oral communications. Ability to structure a face-to-face, telephone or email dialogue to drive for clear outcomes. Credibility and diplomacy when handling academics and external corporate contacts.	✓	
Qualifications		
Education to degree or equivalent level in a subject that demands logical/structured reasoning and English language skills in presenting evidence, arguments and conclusions and evidence of intellectual ability.	✓	
Additional requirements		
Ability to manage and prioritise a varied and heavy workload and to maintain a proactive rather than reactive approach to the demands of the role.	✓	
Diplomacy and Tact	✓	
Good time management	✓	
Flexible and constructive approach to works tasks and responsibility is desirable.	✓	
An ability to work independently and without close supervision.	✓	
Ability to contribute to the wider School team.	✓	
A willingness to attend meetings as required across multiple University sites.	✓	

School of Technology

The School of Technology is one of the six Schools in Cambridge. It comprises: the Department of Engineering; the Judge Business School; the Department of Chemical Engineering and Biotechnology; the Department of Computer Science and Technology; and the Cambridge Institute for Sustainability Leadership. The School employs over 1,500 people and has a student population of nearly 3,300 (between undergraduates and postgraduates).

About the School Office

The School Office interfaces with a number of institutions both externally and internally, such as the EPSRC and the central administration. It has especially close contact with the Academic Division, Finance Division, the Research Office and Human Resources Division as well as the Departments within the School.

It is responsible for proposing, consulting and implementing School-wide policies and administrative procedures, ensuring compliance within the general governance framework, and financial control.

Governance

The School of Technology Office is responsible for a large number of School-level committees which in turn support the decision-making at the Council of the School, the School's governing body.

The Head of School together with the Heads of Department work together to drive the strategic planning for the School including all teaching, research and operational activities which are funded by all sources of income, for approval by the Council of the School. The evaluation and assessment of major new initiatives and capital projects also falls under the governance of the School.

More details of the School's committees are here: <https://www.tech.cam.ac.uk/school-committees>

The School's Strategic plans are here: <https://www.tech.cam.ac.uk/planning>

What we do:

• Finance

Supporting financially-informed decision-making and planning within the School and ensuring Financial Regulations and other policies and procedures are implemented and maintained at Departmental level. Providing support and advice to Departments on financial matters, accounting processes and procedures relating to the use and management of the University's Finance System. Key link with the Finance Division.

• Research

Responsible for the development and management of School-wide policies and initiatives to improve research grant income and application success rates in the School.

• Education

Coordinating activities to support undergraduate and postgraduate education in the School through its Undergraduate Education Committee and Postgraduate Education Committee. Responsible for addressing strategic education issues. Supporting a range of Doctoral Training opportunities including the Centres for Doctoral Training and ICASE awards both funded by the Engineering and Physical Sciences Research Council (EPSRC), as well as the WD Armstrong studentship awards.

• Human Resources

Supports management and staff by providing: HR management information; case support; guidance on the application of HR policies and procedures. The HR Business Manager takes the lead on significant HR projects and complex employment issues.

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis of 2 years as the role is to undertake a specific project of finite duration. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The position is full-time, working Monday – Friday. Yours times of work should be agreed between you and your Line Manager

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), plus public holidays.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact Dr Shui Lam , who is responsible for recruitment to this position (shui@tech.cam.ac.uk)

The University

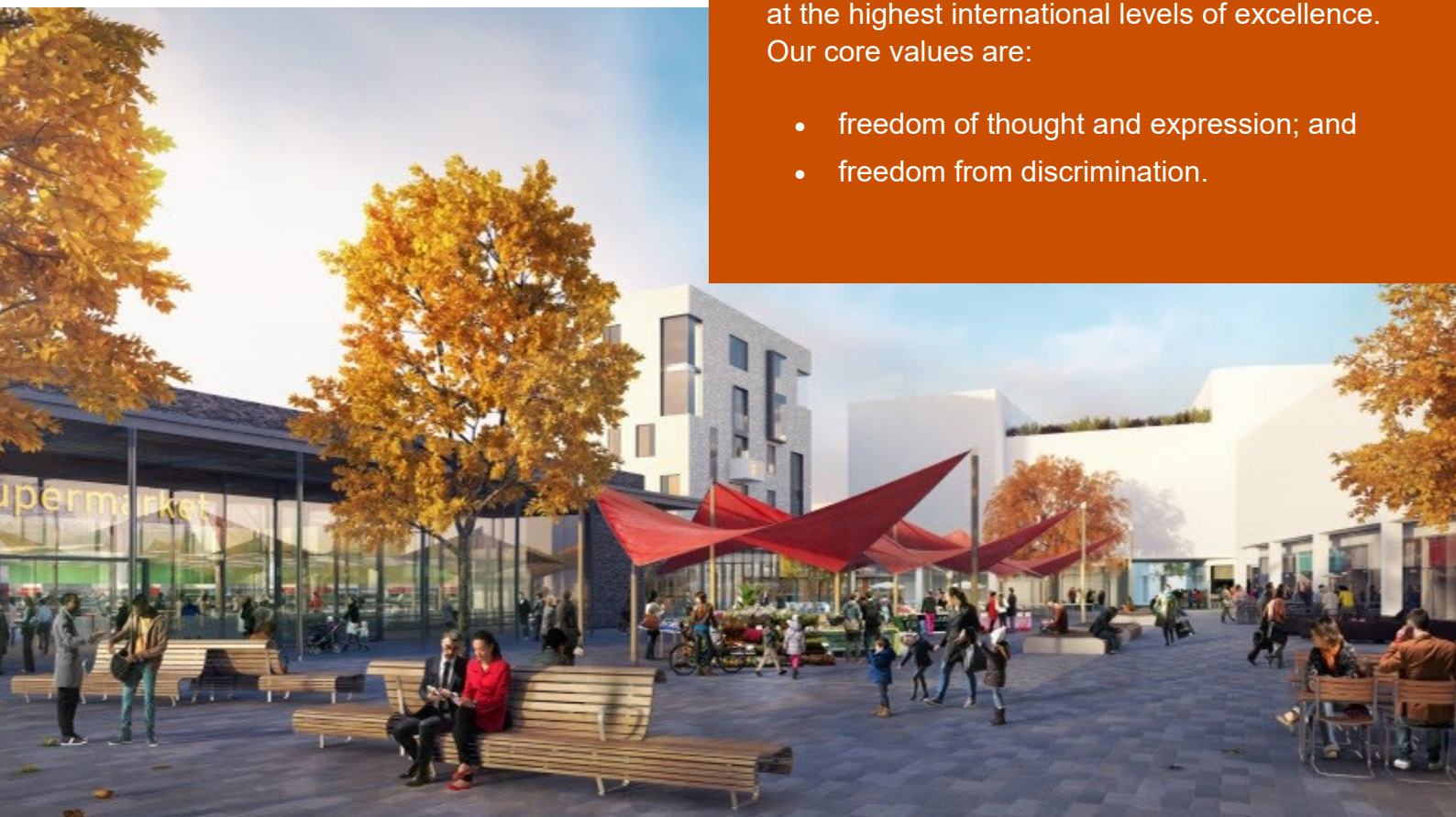
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.





About us

The University is one of the world's leading academic centres.

It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

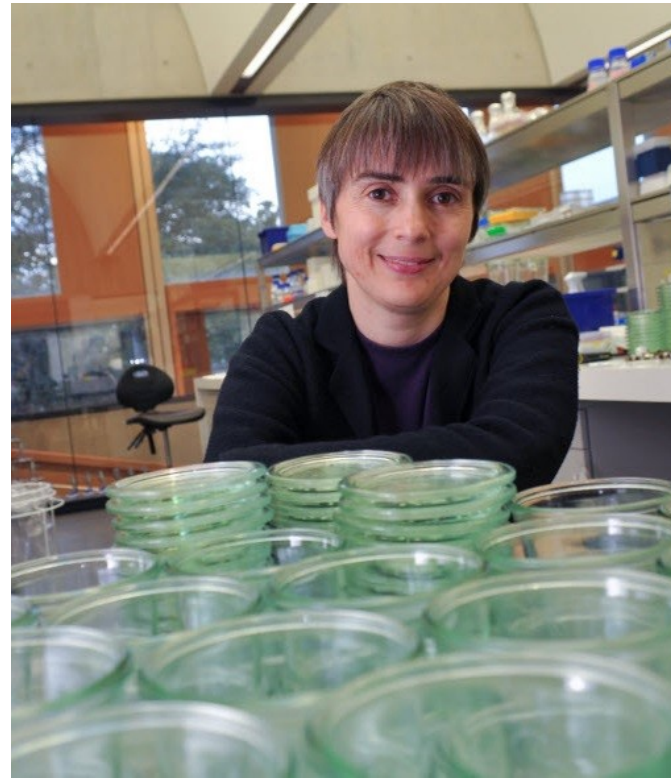
Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.



Living in Cambridge



Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away.



The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](http://www.visitcambridge.org), the official tourism website for the city.

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

What Cambridge can offer

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website:

www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University.

The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.



Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:

Dr Shui Lam

Tel: 01223 332795

Email: shui@tech.cam.ac.uk

If you have any queries regarding the application process please contact Miss Yi-Jun Lin on admin@tech.cam.ac.uk

The closing date for applications is: 14 January 2022

The interviews will be held in the week commencing 24 January 2022.



UNIVERSITY OF
CAMBRIDGE