Job title | Assistant School Administrator
---|---
Grade | 6 (0.8 FTE)
Salary range | £28,098 - £33,518 pro rata
Staff Group | Assistant
Department / Institution | School of Technology

## Role-specific information

### Role Summary

The School of Technology is one of the six Schools in Cambridge. It consists of four Departments and one institution: Engineering (six divisions), The Department of Chemical Engineering and Biotechnology, Computer Laboratory, the Judge Business School and the CISL, with a turnover of £73m p.a. (including £37m research grants and contracts), and a staff population of 212 academics and 396 other (academic-related and assistant) staff.

The School Office interfaces with a number of institutions both externally and internally, such as the EPSRC and the central administration (especially close contact with the Academic Division, Finance Division, the Research Office and Human Resources (HR) 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.

The role holder will develop and maintain, in collaboration with Senior Officers, the administrative policy and processes for the School Office in order to ensure the smooth running of teaching and learning/research activities and support senior officers in the discharge of their duties.

### Key Responsibilities

**Manage the administrative operations for the EPSRC ICASE grant (University wide)**

This involves operating an efficient and effective process for the University to ensure the annual grant is administered smoothly and in good time so that all the relevant parties (EPSRC, departmental administrators and graduate students) get the maximum benefits. Key duties include, but not limited to, the following:

- Advising all internal stakeholders (PIs, graduate education departmental administrators, research contract administrators, Research Office staff) at the relevant stages of the process to ensure all the necessary steps are taken at the right time (e.g. external contracts signed before the students start their PhDs etc.)
Answering day-to-day queries related to the grant,
Approving the correct setting up of the grant by the Research Office,
Monitoring of the departmental administrative progress, identifying issues and taking corrective actions if necessary, after consultation with the Director of the Graduate School,
Monitoring of grant expenditure and taking corrective actions if necessary,
Producing any relevant reports to the EPSRC, if necessary, with oversight by the School Administrator.

**Manage graduate student funding applications (e.g. Armstrong studentships, field work fund applications).**

Acting as Secretary to the Committee of Armstrong Fund Managers,
Advertising the funding opportunity on the University's website as necessary,
Advising students on eligibility of their applications,
Consulting/advising the academic leads on the funding (working with the School Finance Advisor),
Communicating the outcomes of the applications to all the relevant parties (students, departmental finance office, School finance office)
Producing reports to the relevant Committees and documenting all decisions as necessary.

**Event Management:**

Manage events as delegated by the Secretary of the School, or School Administrator at a level relevant to the responsibilities of the post. This includes liaising with event facilitators, liaising with the relevant stakeholders on timing, booking the venues, publicising the events using the appropriate social media mechanism to attract the audiences, ensuring events are managed within budget, arranging catering if necessary, taking corrective actions if necessary and ensuring the events run smoothly on the day.

Such events may include co-ordination of research Masterclasses and the CDT termly student cohort-building events.

**Develop administrative processes:**

Develop, maintain and implement administrative processes in the School, within defined timescales, and taking into account relevant inputs from senior management within the School and from the Departments if necessary. This involves:

- Designing project plans allowing sufficient time for proper consultation with internal stakeholders and obtaining management buy in,
- Implementing and promoting new / revised processes with departmental
contacts and encouraging departments to use the agreed methodology.

Such administrative processes include the production of risk registers at both the School and the departmental level, and encouraging the open accessibility of scientific journals.

**Secretariat support:**

The following are some examples and are not exhaustive:

- Acting as Secretary to School level working groups or subcommittees (e.g. the Departmental Administrators’ meeting, the Undergraduate Education Committee): preparing agendas, collating papers and drafting minutes as well as undertaking the appropriate actions,
- Taking minutes for committee meetings usually attended by the School Administrator in case of absence,
- Prepare reports such as the School’s Undergraduate Admissions Reports, collating inputs from the Departments as well as the School’s outreach co-ordinator,
- Review, consider and approve postgraduate course information as published on departmental websites,
- Develop, maintain and implement a system/process by which the papers from other University Committees are requested, collated and included in the relevant School level sub-committees

Create spreadsheets and databases to capture complex information for activities and strategic planning in the Office.

**Departmental Liaison**

Working as an administrative contact at the School level to co-ordinate Departmental inputs: collating returns, information requests, bids for funding, responses to internal consultations on areas of designated responsibility such as Researcher Development Funds as well as areas delegated by senior officers.

Register, drafting amendments for approval by the risk owners; develop with key departmental contacts departmental risk registers appropriate to their needs, within the framework set by the University.

**Office Management**

Develop and maintain an administrative handbook which details a schedule of operational and recurrent business and deadlines across the range of the School’s activities to support the efficient operation of the School office, acting in the capacity similar to a Departmental Administrator in the School Office, including, and not limited to, compliance with GDPR, the School Office’s contingency plan, oversight of the School’s website.
HR related activities: coordinate recruitment processes e.g. draft advertisements, receive applications, request references, interview candidates as part of the interview panel taking into account university policy and employment legislation.

**Manage administration projects**

Identify key tasks and timeframes to enable completion of projects. Identify dates, key actions, develop project plans and co-ordinate activity within the Office, keep management up-to-date on progress of the project, and identify key decision points.

Potential projects include the streamlining of the paper filing system, reminders to academics of open access of their publications etc.

**Any Other Duties**

Discharge any duties assigned by the Secretary of the School appropriate to the level of responsibility of the post.

**Person Profile**

This section details the knowledge, skills and experience we require for the role.

<table>
<thead>
<tr>
<th><strong>Education &amp; qualifications</strong></th>
<th>Degree level/Level 6 vocational qualifications or equivalent level of practical experience</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specialist knowledge &amp; skills</strong></td>
<td>Demonstrate advanced knowledge of Administration involving a critical understanding of relevant theory and/or principles</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Excellent organisational skills</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Excellent communication &amp; interpersonal skills</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Experienced user of Microsoft Office</td>
<td>E</td>
</tr>
<tr>
<td><strong>Interpersonal &amp; communication skills</strong></td>
<td>Excellent communication &amp; interpersonal skills</td>
<td>E</td>
</tr>
<tr>
<td><strong>Relevant experience</strong></td>
<td>Experience of developing/ reviewing administrative processes and systems</td>
<td>E</td>
</tr>
<tr>
<td><strong>Additional requirements</strong></td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>
Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>The Office of the School of Technology, 17 Mill Lane, Cambridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working pattern</td>
<td>0.8 FTE</td>
</tr>
<tr>
<td>Hours of work</td>
<td>Your normal hours of work are 30 hours per week. Your times of work will be notified to you by your institution.</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>Until 31 July 2019</td>
</tr>
<tr>
<td>Limited funding</td>
<td>The appointment will be made on a fixed-term basis until 31 July 2019. This is because your employment relies on the availability of finite funds for a specific purpose that are not part of the University’s general revenues.</td>
</tr>
<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>36 days per year including public holidays (pro-rata for part-time)</td>
</tr>
<tr>
<td>Pension eligibility</td>
<td>Cambridge University Assistants’ Contributory Pension Scheme (CPS)/FriendsLife Pensions Scheme.</td>
</tr>
<tr>
<td></td>
<td>Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>.</td>
</tr>
<tr>
<td>Retirement age</td>
<td>The University does not operate a retirement age for assistant staff.</td>
</tr>
</tbody>
</table>

Screening Check Requirements

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. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see [http://www.jobs.cam.ac.uk/right/have/](http://www.jobs.cam.ac.uk/right/have/)).

Application Process

To submit an application for this vacancy, please click on the link in the ‘Apply online’ section of the advert published on the University’s Job Opportunities pages. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Friday 27 July 2018. If you have any questions about this vacancy or the application process, please contact the Secretary of the School of Technology, Dr Shui Lam, email: [shui@tech.cam.ac.uk](mailto:shui@tech.cam.ac.uk), tel: 01223 332795.

Interviews will take place on Thursday 2 August 2018.
General Information

The University of Cambridge

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.

There is much more information about the University at http://www.cam.ac.uk/univ/works/index.html which we hope you will find helpful.

School of Technology

The School of Technology is one of the six Schools in Cambridge. It consists of four Departments and one institution: Engineering (six divisions), The Department of Chemical Engineering and Biotechnology, Computer Laboratory, the Judge Business School and the CISL.

The School Office interfaces with a number of institutions both externally and internally, such the EPSRC and the central administration as well as the Departments within the School. It is responsible for proposing, consulting and implementing School wide polices and administrative procedures, ensuring compliance within the general governance framework and financial control.

There is much more information about the School at http://www.tech.cam.ac.uk .

What the University can offer you

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. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable 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 of Cambridge.

**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 Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, 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.

**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.

**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.

**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](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.

**Equality & diversity**
The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. 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/](http://www.equality.admin.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.

Information if you have a Disability
The University welcomes applications from individuals with disabilities and 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.jobs.cam.ac.uk/applying/disability/.

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, on 01223 332795 or by email on shui@tech.cam.ac.uk. Alternatively, you may contact the HR Business Manager, Ms Tracy Brooks via hrenquiries@admin.cam.ac.uk.