JOB TITLE: ADMINISTRATOR – CENTRE FOR RISK STUDIES (PART-TIME, FIXED TERM)
REPORTS TO: CRS DIRECTOR OF RESEARCH & INNOVATION

Background

We are seeking to employ an Administrator to join our team of risk researchers within the Centre for Risk Studies (CRS) at Cambridge Judge Business School, University of Cambridge.

The Centre for Risk Studies provides frameworks for recognising, assessing and managing the impacts of systemic threats. The research programme is concerned with catastrophes and how their impacts ripple across an increasingly connected world with consequent effects on the international economy, financial markets, firms in the financial sectors and global corporations. To test our research outputs and guide our research agenda, the Centre engages with the business community, government policy makers, regulators and industry bodies.

For more information about the Centre for Risk Studies please visit: www.jbs.cam.ac.uk/risk

The role

The main purpose of the role is to support the Centre’s wide range of functions and activities such as event management, finance, administration and other operational and project support. The role holder will also provide administrative support to the Centre’s four Directors, and will be the first point of contact internally and externally for the Centre.

MAIN RESPONSIBILITIES

Event management

The role holder will support the event management of the Centre. The events are held in Cambridge and London and can range from 10-20 people attending a half or full day workshop, as well as launch events and conferences that can be attended by over 200 people.

- Identifying and booking locations for events and researching venues, suppliers and contractors.
- Ordering event supplies and ensuring all resources required for running an event are in place.
- Managing and coordinating event logistics.
- Managing all pre-event planning, i.e. inviting and communicating with guest speakers, preparing delegates packs, agendas and registration badges.
- Liaising with the speakers regarding travel arrangements, accommodation, taxi bookings etc.
- Organising facilities for car parking, security, first aid, hospitality and the media.
- Compiling databases of likely interest, drafting and circulating emails and telephoning individuals.
• Overseeing events on the day, including problem-solving and troubleshooting, welcoming guests, directing event set-up, communicating with staff and the venue provider/coordinator.

• Requesting a temporary worker to support the smooth running of the Risk Summit event which takes place each June.

• Ensuring that insurance, legal, health and safety obligations are followed on the day.

• Producing post-event evaluation and feedback to inform future events.

• Booking rooms, catering, photography services etc. relating to various events internally and externally.

• Ensuring events costs remain within agreed budget.

Financial support

• Raising purchase orders using the School’s JPROC system.

• Checking invoices and sending those to Finance Office to process.

• Processing the Centre’s staff and visitors travel expenses.

• Booking domestic and international travel and accommodation for the Directors and staff members using Key Travel and preferred suppliers.

• Assisting the Executive Director with overseeing the financial budget; reviewing monthly printouts, recording income and expenditure transactions, forecasting to year end and approving recurring invoices.

HR/recruitment

In conjunction with the School’s HR team, the role holder prepares for the recruitment process of new staff at the Centre.

• Diary management of the Directors to identify shortlisting and interview dates.

• Assisting with reviewing and amending job descriptions and suggesting advertising media.

• Identifying and agreeing with the Directors and the School’s HR team the composition of interview committees.

• Collating job applicants and producing a record of successful applicants and a list of rejections for unsuccessful candidates.

• Submitting temp request forms and the School’s online new starter forms.

• Ordering business cards for new starters.

• Reminding temporary workers to submit their timesheets and assisting with timesheet queries, tracking hours/expenses for temps and reporting on this monthly.

• Assisting with the onboarding process for new starters, providing support with office moves, etc.

• Reminding staff to record sickness on the intranet or book outstanding holidays.

General administrative support

• Providing personal assistant support to the Directors including diary management.
• Monitoring and responding to emails received via enquiries@jbs.cam.ac.uk mailbox and enquires via telephone and in person.
• Ensuring smooth running of the office including ordering office stationary and hot drink supplies.
• General office duties including filing and maintaining records.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

• Educated to A level standard as a minimum.
• Proven experience of event management and/or conference organisation.
• Strong administrative experience in a higher education environment.
• Experience of dealing with a wide range of stakeholders, businesses and partners.
• Good communication skills and interpersonal skills at all levels.
• Ability to work sensitively using tact, discretion and diplomacy with senior management of global organisations.
• Ability to work as part of a team; additionally, able to build good working relationships with external and internal members of the Centre, including Directors, researchers and sponsors/external stakeholders.
• Strong organisation and time management skills; experience of multitasking and meeting deadlines.
• Ability to maintain accuracy at all times.
• Proven problem-solving skills.
• Self-motivated; able to achieve agreed deadlines and targets without close supervision.
• Some experience of using HR systems and processes is desirable.
• Good knowledge of PC and software programmes such as Word, Excel, PowerPoint.
• Ability to work flexibly and adaptable to new tasks.
• Ability to attend occasional evening and weekend events.

Benefits

This is a part-time role, working 18.25 hours per week (50 per cent of the full-time equivalent). Please specify your preferred working pattern in your online application (in the suitability for the role section). Holiday entitlement is 28 days per annum (full-time equivalent) plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £22,214-£25,728 per annum (full-time equivalent). This is a fixed term position for one year in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the
world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. 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 5 February 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.
We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.