JOB TITLE: POLICY FELLOWSHIPS ADMINISTRATOR (FIXED TERM)

REPORTS TO: ASSOCIATE DIRECTOR OF THE CENTRE FOR SCIENCE AND POLICY

Background

The Policy Fellowships Administrator is based at the Centre for Science and Policy (CSaP), which is administratively anchored at Cambridge Judge Business School (CJBS), with a remit to work across the University of Cambridge and beyond. The Centre’s aim is to improve public policy through the more effective use of evidence and expertise, by creating opportunities for public policy professionals and academic researchers to learn from each other.

The role holder reports to the CSaP Associate Director and is responsible for providing administrative support for the Policy Fellowships programme, the core activity of the organisation. The role holder will play a vital role in the making of arrangements for around 80 policy fellows per year who visit the University of Cambridge for structured programmes of meetings over up to five days each. Policy fellows are typically mid- and senior-level civil servants or policy professionals working in industry or civil society organisations.

The role

MAIN RESPONSIBILITIES

The purpose of the role is to help deliver the Centre’s Policy Fellowships programme by carrying out necessary administrative tasks with policy fellows and supporting the CSaP Associate Director and CSaP Policy Fellowships Coordinator in inviting researchers to meet policy fellows. This underpins the delivery of CSaP’s core activity, which connects policy makers with academics to improve public policy through the more effective use of evidence and expertise. The role holder also supports CSaP’s services to research through maintaining records of research grant holders within the University who have costed CSaP in to provide Policy Fellowships and Policy Workshops through their research projects.

Events organisation

- Sending ‘preferences’ documents to all policy fellows and update spreadsheet with responses about dietary preferences, travel requirements, contact details, communication preferences etc.
- Taking list of researchers identified to meet each policy fellow, and template email to invite researchers to meet policy fellows. Assembling responses from researchers and drafting an outline timetable. Agreeing this with the CSaP Associate Director before sending responses to researchers.
- Entering each timetable on to CSaP’s customer relationship management database.
• Acting as first point of contact for policy fellows during their visits to Cambridge, being available by telephone throughout the working day to resolve any queries about meetings and dealing with last-minute re-arrangements.

Travel and accommodation organisation

• Producing an accommodation timetable for each term to send to College accommodation partners.
• Sending taxi booking timetables to the School's Reception to book taxis for the next week, on a weekly basis.

Relationship management

• Assisting the Associate Director and Policy Fellowships Coordinator to provide a service to policy fellows throughout the two years of their Fellowship, including making meeting arrangements.

Services to research

• Maintaining and updating spreadsheet of CSaP services costed in to research projects around the University, taking information from CSaP's Director and Associate Director.

Administrative support

• Providing other administrative support for the Policy Fellowships programme and services to research programme as required, for instance assisting with administration linked to sending evaluation surveys to policy fellows, termly election of policy fellows, and updating webpages on policy fellows.

Induction and supervision of interns

• Assisting with the induction and supervision of PhD policy interns (on three-month secondments to CSaP). With colleagues, explaining procedures and delegating some research tasks.

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 at least bachelors degree level, or equivalent.
• Experience of delivering an administrative service, having proven attention to detail.
• Client service experience.
• Very good organisational and planning skills required.
• Proficiency in Word, Excel, Outlook.
• Budget management skills.
• The ability to use a customer relationship database and to do basic updating of web pages is desirable.
• A point of contact service needs to be provided to policy fellows from 09:00 to 17:00 on weekdays during University term dates in particular. There are occasional evening events, for which time off in lieu (TOIL) can be taken.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum 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. If you are interested in part time arrangements please express your preferred working pattern in the suitability for the role section in your application.

The funds for this post are available for two years 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 14 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.