JOB TITLE: CENTRE FOR SCIENCE & POLICY (CSaP) COORDINATOR

REPORTS TO: CSaP HEAD OF PROGRAMMES

Background

The Centre for Science and Policy's (CSaP) mission is to improve public policy through more effective use of evidence and expertise. We do this by creating opportunities for public policy professionals and academics to learn from each other. Our approach is based on addressing the questions which policy makers identify, and on building relationships characterised by mutual understanding, respect and trust.

CSaP is administratively anchored within Cambridge Judge Business School. The School combines the latest thinking from academia and professional practice, in order to develop greater knowledge and to have an impact on the world in which we live and work.

The role

The Centre Coordinator provides an essential service in:

1. coordinating the administrative function and providing administrative support to the CSaP team, ensuring the smooth running of the office
2. supporting the Executive Director in managing their diary and incoming emails, organising meetings and making travel arrangements
3. supporting the Head of Programmes in managing the Centre's finances, in particular, raising purchase orders and invoices and following up where necessary.

MAIN RESPONSIBILITIES

Administration

- Maintain CSaP's filing systems (digital and paper) and make recommendations for improvement where needed.
- Provide various administrative support to the CSaP team.
- Support and coordinate committees and meetings including scheduling, preparation of papers and agendas, minute-taking, advising on matters of procedure, and arranging appropriate follow-up action. Arrange and organise catering as required.
- Develop a system to keep track of all actions to be carried out by staff members with completion dates.
- Complete new starter forms for Policy Interns (approximately six per year) and assist with their induction into the CSaP office.
- Welcome visitors to the office and be the first point of contact for incoming enquiries by phone and email.
- Respond to external enquiries about CSaP activities.
• Support and coordinate a wide range of HR related issues and processes such as maintain staff holiday and sickness records, complete new starter forms, request for temporary workers and have an understanding of University policy and employment legislation.
• Provide support to the Events and Communications team as and when needed, including attending and helping at CSaP events and providing cover when team members are on annual leave.
• Liaise with the University’s schools, departments and offices to ensure co-ordination of activities and the effective flow of accurate and relevant information.
• Maintain the CSaP database ensuring all records are up-to-date, accurate and comply with GDPR.
• Provide training and support to all new interns and staff members on the CRM.
• Provide input on how to improve the functionality of the CRM.
• Use the CRM to identify areas of mutual interest between network members.
• Work closely with all members of the CSaP team to achieve the team’s objectives and improve working practices through regular meetings and effective communication.
• Carry out regular stock checks on stationery and printed materials, and reorder as needed.

PA duties to support the Executive Director

• Manage and respond to emails on the Executive Director’s behalf.
• Manage the Executive Director’s diary, organising and prioritising meetings. Make decisions where there are potential clashes.
• Read agendas for meetings and ensure that all relevant documents and files are available, and if appropriate, circulate information to members of staff.
• Remind the Executive Director of meetings to attend and note deadlines to be met.
• Develop and maintain Executive Director’s filing system, including confidential files and committee papers and ensure information is clearly marked and easy to access.
• Arrange domestic and foreign travel including booking accommodation.

Finance

• Use the Cambridge Judge Business School finance system (JPROC) to raise purchase orders and receive goods.
• Monitor expenditure against budget on particular items such as office equipment, staff training and staff expenses.
• Liaise with suppliers to obtain quotes and negotiate prices.
• Raise invoice requests to the School’s Finance Office, and develop a system to keep track of all incoming/outgoing invoices and payments.
• Track and chase unpaid invoices, customer purchase orders and Policy Fellow proposals.
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.

- Education to at least A level, including English and Mathematics at GCSE level or equivalent.
- Experience of providing an administrative service, including to senior-level staff and stakeholders.
- Diary management, taking minutes, organising meetings.
- Financial processing.
- Familiarity with GDPR (the EU’s General Data Protection Regulation).
- Experience of working in a higher education environment.
- Experience of working in a fast-paced environment.
- Microsoft Office, in particular Excel, PowerPoint and Word.
- Working knowledge of using back office systems (CRM/CMS).
- Ability to communicate clearly and concisely both verbally and in writing.
- Strong interpersonal skills: well mannered, articulate, courteous.

Benefits

This is a full-time position working 36.5 hours per week and the salary will be in the range £26,243–£30,395 per annum. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays.

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 21 October 2018. Interviews are planned for 26 October 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) 768497 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.