JOB TITLE: PROJECT ADMINISTRATOR, CAPABILITIES IN ACADEMIC POLICY ENGAGEMENT PROJECT (FIXED TERM)

REPORTS TO: ASSOCIATE DIRECTOR, CENTRE FOR SCIENCE AND POLICY

Background

The purpose of this job is to support the CAPE project (Capabilities in Academic Policy Engagement), at the Centre for Science and Policy (CSaP) funded by Research England. Within the CAPE project, CSaP leads on co-ordinating the incoming policy fellowship programme.

The role

Main responsibilities

Policy fellowships

- Organise visit programmes for government officials and others who are CAPE policy fellows.
- Research which academic researchers to invite to meet each CAPE policy fellow and send invitations to meet.
- Liaise with CSaP affiliate universities to help fill gaps in meeting programmes for policy fellows.
- Ensure policy fellows are ‘handed on’ to the next university in the CAPE consortium.
- Arrange logistics of visits, including accommodation, meals, transport in Cambridge.
- Work with CSaP finance officer to process policy fellow expense claims.
- Monitoring and evaluation – circulate survey to policy fellows and also monitor equity, diversity and inclusion aspects of policy fellows, and academic feedback.
- Assist with introduction meetings and exit interviews with policy fellows.
- Organise incoming policy fellows networking event in London in early 2023.

Collaboration funding

- Attend seed funding check-ins with 10 CAPE incoming fellows and researchers (and then develop output write ups).
- Output editing with CAPE incoming fellows and researchers.
- Collaboration on funding funds transfers – work with CSaP Finance Officer and award holders to arrange funds transfers.
Co-ordination

• Together with CAPE project co-ordinator, attend CAPE Project Development Group meetings and other events, and contribute to minute-taking when required.
• Attend CSaP team meetings and policy fellows team catch up and brief CAPE project co-ordinator and CAPE project leads where appropriate.
• Contribute to developing CAPE toolkits by contributing writing and editing.

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 HND/HNC, Level 4/5 vocational qualifications or equivalent level of practical experience.
• Experience of working in an administrative role.
• Experienced user of standard software packages eg Word, Excel, Access and Outlook.
• Accuracy and attention to detail.
• Excellent organisational skills.
• Excellent communication and interpersonal skills.
• Demonstrate factual and theoretical knowledge of Administration.

Benefits

This is a full-time position working 36.5 hours per week. There will be a three-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £27,929-£32,348 per annum.

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.

This is a fixed term role for nine months.

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 17 November 2022.

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.

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 by email on hr@jbs.cam.ac.uk.