JOB TITLE: ADMINISTRATOR, ENERGY POLICY RESEARCH GROUP (FIXED TERM)

REPORTS TO: CENTRE MANAGER, ENERGY POLICY RESEARCH GROUP

Background

The Energy Policy Research Group (EPRG) wishes to appoint an administrator to support the Centre Manager and the Academic Directors, visitors, and applicants.

We have one part-time position available (between 0.4 and 0.6 full time equivalent), and this is a fixed term contract for one year in the first instance. If you have a particular preference, please state this in your application. Some flexibility in working hours will be required during peak times (eg during winter/spring seminar, EPRG E&E seminars, meetings etc). The role can be hybrid, but some in-person presence is required every week eg on Tuesdays and around events.

The successful candidate will have excellent organisational, IT and interpersonal skills with an innovative approach to developing and improving processes and delivery. They will have excellent written and oral communication skills and the ability to develop collaborative working relationships with a range of stakeholders. The ability to work under pressure and to tight deadlines is essential.

The role

The purpose of the role is to provide a full administrative service to the team or senior manager(s) in order to support the smooth and efficient operation of the team or individuals work and time.

Main responsibilities

- Provide administrative support to senior staff (Director, Centre Manager etc) of the Energy Policy Research Group.
- Review emails to identify priorities, process internal and external mail, produce letters and other correspondence, data entry and maintenance of data records, attend team meetings, prepare any follow up action lists, and circulate as required.
- Manage and co-ordinate diaries to ensure that time is well-ordered and prioritised.
- Co-ordinate diaries across the EPRG team to arrange internal EPRG meetings and external meetings with stakeholders. Identify immediate daily priorities and ensure that timely action is taken and followed up.
- Collate and distribute agendas and supporting papers.
- Maintain a running list of topics in liaison with the Centre Manager or Director to ensure that all business is addressed, and appropriate papers are prepared and disseminated, arrange travel and accommodation where necessary.
- Help the Centre Manager to organise events and meetings.
• Advise on venues, book rooms, order refreshments, send out invites and directions, word process, collate and distribute materials for events, seminars, meetings.
• Monitor and run the EPRG visitor program where you will need to correspond with future and current visitors regarding their arrival/stay in the UK.
• Be responsible for scheduling meetings, travel arrangements and reimbursements, and other administrative duties, and be the support person for the Centre Manager at their large events.

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/NVQ level 3 or an equivalent level of practical experience.
• Knowledge of the University of Cambridge’s systems.
• Highly competent in standard software packages, eg Word, Excel, Access and Outlook.
• Good understanding of organising events.
• Good understanding of WordPress.
• Demonstrate knowledge of facts, principles, processes and general concepts related to personal assistant/secretarial work.
• Excellent communication and telephone skills.
• Excellent organisational skills.
• Excellent interpersonal skills.

Benefit

This is a part-time position working between 14.6 and 21.9 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £24,285-£27,929 per annum full time equivalent.

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 for one year in the first instance.

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 December 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.