Institute and Centre Administrator
Department of Applied Mathematics and Theoretical Physics

April 2018
Job Reference: LE15419
The Role

**Purpose of the role**

The Faculty of Mathematics of the University of Cambridge is home of two ventures: The Cantab Capital Institute for the Mathematics of Information (CCIMI) and the Centre for Mathematical and Statistical Analysis of Multimodal Clinical Imaging (CIMH).

The Cantab Capital Institute for the Mathematics of Information performs data science research at the highest international level, aiming to extract relevant information from large- and high-dimensional data with predictable certainty. The aim of the Institute is to advance data science by developing fundamental mathematical techniques, involving mathematical expertise ranging from statistics, applied and computational analysis, to topology and discrete geometry.

The Institute also focuses on interdisciplinary engagement with, for example: economists and social scientists, on questions about financial markets and the internet, physicists and engineers on software and hardware development questions in the context of security, imaging and structured data processing, as well as biomedical scientists on data science in healthcare and biology.

The Centre for Mathematical and Statistical Analysis of Multimodal Clinical Imaging is a collaboration between mathematics, engineering, physics and biomedical scientists and clinicians, and aims to achieve synergies between applied mathematics and statistics through the focus on the analysis of clinical imaging, particularly that arising in neurological, cardiovascular and oncology imaging.

Further information for both institutions is available at: [https://www.ccimi.maths.cam.ac.uk/](https://www.ccimi.maths.cam.ac.uk/) and [https://www.cmih.maths.cam.ac.uk/](https://www.cmih.maths.cam.ac.uk/)

The Institute and Centre Administrator will support the Directors across the range of their responsibilities including: the development of an effective relationship between the Faculty of Mathematics and appropriate partners across the University as well as external to it; developing and implementing a robust governance system for reporting on the Institute/Centre's activities, including the administration of the institutions' websites; supporting Institute/Centre-affiliated research and activities at Cambridge; facilitating the smooth running of the Institute/Centre's secondment students and post-doctoral Research Associates with Addenbrooke's hospital and Cantab Capital Partners; and liaising with potential industry partners and other external stakeholders interested in working in collaboration with the two institutions.

The role also involves supporting the development of the Institute/Centre, including advising on Institute/Centre policies and procedures, facilitating research funding bids and arranging Institute/Centre-related events. There is also the potential for the postholder to contribute, as directed by the two Directors, to the development and running of the Institute/Centre, and to work closely with colleagues from across the University administration, Departments and Schools to brief them on the development of the Institute/Centre and ensure that University policies and procedures are followed throughout.
### Key Duties & Responsibilities

<table>
<thead>
<tr>
<th>% time spent/frequency</th>
<th>Key Duties &amp; Responsibilities</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Supporting the Directors of the University of Cambridge’s Cantab Capital Institute for the Mathematics of Information and the EPSRC Centre for Mathematical and Statistical Analysis of Multimodal Clinical Imaging</strong> 40%</td>
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</tbody>
</table>

- Providing support, as required, to the Directors and others to assist in the establishment of the Institutes, their policies and processes; regularly review, develop and implement as appropriate structures and systems to ensure both the effective delivery of services and use of resources
- Support activities within the Institute/Centre including grants, workshop organisation, partner and board meetings, administering the seminar series of both institutions, international visits etc
- Ensure cost-effectiveness and flexibility in the use of resources and facilities to achieve scientific goals while maintaining outstanding support for staff and visitors
- Manage financial resources efficiently, monitor income, authorise expenditure and invest surpluses to secure further income
- Monitor/authorise the purchase of equipment, services and supplies, compliant with University and institute policies and procedures
- Produce management information and analyses, including annual budgets, spending against budgets, end-of-year accounts, financial plans and projections for Management Committees
- Analyse funding guidance and conditions for the preparation of research grant applications
- Conduct regular research to identify funding opportunities e.g. by searching internet sites, journals of funding bodies; networking with other institutions
- Attending Institute/Centre-related meetings, including representing the Directors
- Providing secretarial support to the Institute/Centre; draft, write and present papers and analyses, prepare agendas and minutes, and deliver follow-up actions
- In collaboration with various offices at the Faculty of Mathematics and other academic departments, supporting the management of the Institute/Centre's allocation of funded studentships and Post Doctoral positions.
- Providing Executive Assistant to the Directors as well as drafting financial reports for the EPSRC
- Advising the Directors on University and EPSRC policy
- Monitor activities and ensuring that correct procedures are followed and accurate records maintained
<table>
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<tr>
<th></th>
<th>Facilitating the Institute/Centre’s relationship with the University internal and external partners as well as the public</th>
<th>30%</th>
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<tbody>
<tr>
<td></td>
<td>Supporting the Directors in building a strong working relationship with Cantab Capital Partners, EPSRC, and departments involved in the remit of the Institutes, as well as building clear systems for ensuring effective communication between involved parties.</td>
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<td></td>
<td>Administering the Partnership Development fund for the Centre: issuing calls for proposals, receiving, collating and analysing submissions, overseeing panel review of submissions, handling queries and correspondence with applicants and award holders, and preparing reports for EPSRC</td>
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<td>Management of the Distinguished Visitor Programme of the Institute, including travel arrangements and hosting of visitors</td>
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<td>Facilitating industrial collaboration, including supporting the Institute/Centre’s existing industrial collaboration as well as reaching out for new industrial partners</td>
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<td></td>
<td>Supporting the Institute/Centre in Outreach activities, such as open days, public science festivals and web publicity</td>
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<td>3</td>
<td>Internal and external communications</td>
<td>20%</td>
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<td></td>
<td>Providing advice to Institute/Centre-affiliated researchers on Institute and University policies and procedures, including Intellectual Property arrangements, sabbaticals, immigration procedures and expenses</td>
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<td></td>
<td>Liaising with existing and potential industry and government partners with the view to building stronger relationships between external stakeholders and the Institutes</td>
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<td></td>
<td>Oversee the public presence of the Institute/Centre including maintenance of websites Liaising with the University’s Communications Office, and drafting contributions to the University and Institute websites to raise awareness of Institute/Centre-affiliated research at Cambridge</td>
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<td>4</td>
<td>Additional duties</td>
<td>10%</td>
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<tr>
<td></td>
<td>Identifying means of building stronger links between researchers based at the Institutes, other departments within the University of Cambridge, other academic institutions and industrial stakeholders.</td>
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<td></td>
<td>Undertaking any other duties from time to time as specified by the Institute/Centre Directors</td>
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</table>
The following list of selection criteria will be used by the selection panel at every stage of the selection process. Candidates are asked to indicate how they meet the below criteria, including relevant examples, in the Suitability for the Role section on the application form.

Short-listed candidates can be expect criteria marked ‘I’ or ‘T’ to be assessed on the interview day at the panel interview or by means of a test respectively.

<table>
<thead>
<tr>
<th>Essential/Desirable</th>
<th>Assessed by Application (A), Interview (I) or Test (T)</th>
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</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
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<tr>
<td>A good first degree in a science based subject</td>
<td>E</td>
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<tr>
<td>A higher degree and/or research experience</td>
<td>D</td>
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<tr>
<td><strong>Specialist knowledge &amp; skills</strong></td>
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<tr>
<td>Good working knowledge of Microsoft Office software, including PowerPoint and Excel</td>
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<tr>
<td>Experience in maintaining websites</td>
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<tr>
<td>LaTeX knowledge</td>
<td>D</td>
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<tr>
<td>Experience of research grant management</td>
<td>D</td>
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<tr>
<td>Numerate with experience of managing budgets</td>
<td>E</td>
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<td>Numeracy and the ability to interpret data</td>
<td>E</td>
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<td>Excellent problem solving skills and ability to learn quickly</td>
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<td><strong>Interpersonal &amp; communication skills</strong></td>
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<td>Strong interpersonal skills including the ability to liaise with academic colleagues and researchers</td>
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<tr>
<td>Ability to address and communicate highly complex information to individuals and groups at all levels, ranging from technical support through to senior academics and external donors</td>
<td>E</td>
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<tr>
<td>Ability to build and participate in internal and external working relationships and networks</td>
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<td>Excellent writing skills with experience of writing papers and reports</td>
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<tr>
<td><strong>Relevant experience</strong></td>
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<td>Ability to manage own workload</td>
<td>E</td>
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<tr>
<td>Self-motivation and the ability to work independently to a given set of objectives</td>
<td>E</td>
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<th>Assessed by Application (A), Interview (I) or Test (T)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A good general knowledge of the HE sector, and particularly of the research environment</td>
<td>D</td>
<td>A &amp; I</td>
</tr>
<tr>
<td>A background in, or strong knowledge of, the data sciences and/or healthcare</td>
<td>D</td>
<td>A</td>
</tr>
<tr>
<td>A good awareness of the University of Cambridge, particularly its administration</td>
<td>D</td>
<td>A &amp; I</td>
</tr>
<tr>
<td>Experience of event management</td>
<td>D</td>
<td>A &amp; I</td>
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The Department

The Department of Applied Mathematics and Theoretical Physics (DAMTP)

The Department of Applied Mathematics and Theoretical Physics is one of the largest and strongest departments of its kind in Europe. The Department currently consists of 29 Professors, 9 Readers, 1 Senior Lecturer and 11 Lecturers, approximately 80 Postdoctoral Fellows and approximately 110 Research Students. Over 800 undergraduate and postgraduate students are enrolled in Parts I to III (years 1 to 4) of the Mathematical Tripos. Part III is not only the 4th year of the undergraduate course, but attracts more than 100 students each year from outside Cambridge, who take it as a one-year postgraduate course, leading to a Masters degree.

DAMTP shares responsibility for teaching in the Mathematical Tripos with its sister Department, the Department of Pure Mathematics and Mathematical Statistics (DPMMS). DAMTP also has responsibility for teaching mathematics to undergraduates taking Natural Sciences. DAMTP and DPMMS are accommodated, along with the Isaac Newton Institute for Mathematical Sciences and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) at the Centre for Mathematical Sciences, a purpose-built complex in Wilberforce Road.

The Faculty of Mathematics is a supporter of the Good Practice Scheme developed by the London Mathematical Society’s Women in Mathematics Committee (https://www.lms.ac.uk/women/good-practice-scheme). The Faculty is actively engaged with the Athena SWAN Award Scheme (holding a Bronze Award from 2013). The Department would particularly welcome applications from women, since women are, and have historically been, underrepresented on our academic staff. The Department is also keen to attract applications from candidates who have a genuine interest in, and commitment to, developing the role of women in Mathematics and who can demonstrate the potential to be strong role models to female mathematicians.

Research

Current research in DAMTP is loosely organised into eight broad subject areas: Applied and Computational Analysis, Astrophysics, Geophysics, Fluid and Solid Mechanics, Mathematical Biology, Quantum Information, High Energy Physics and General Relativity and Cosmology. The boundaries between the areas are not rigid and evolve with time. Many members of DAMTP have valuable links with industry and other non-academic sectors. For more information please see: https://www.damtp.cam.ac.uk/research.

Research in each of DAMTP’s subject areas involves collaboration with strong groups nationally and internationally, and participation in numerous interdisciplinary projects and programmes. Many members of DAMTP have valuable links with industry and other non-academic sectors. For more information please see: https://www.damtp.cam.ac.uk/research.

There are strong links with the Isaac Newton Institute for Mathematical Sciences. At any time the Institute runs two parallel research programmes, each usually lasting six months and attracting several dozen mathematical scientists nationally and internationally. In several areas there are also links to research in DPMMS https://www.dpmms.cam.ac.uk/, including in general relativity and the analysis of Einstein’s equations, and to other Departments within the School of Physical Sciences (https://www.physsci.cam.ac.uk/researchinsps).

Further general information about the University of Cambridge, the Department of Applied Mathematics and Theoretical Physics, and Mathematics in Cambridge may be found on the websites: https://www.cam.ac.uk,
The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Science, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The School’s aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching, and infrastructure.

About the school

The School of the Physical Sciences comprises the following Departments:

- Applied Mathematics and Theoretical Physics (DAMTP)
- Chemistry
- Earth Sciences
- Geography (including the Scott Polar Research Institute)
- Institute of Astronomy
- Issac Newton Institute of Mathematical Sciences
- Materials Science and Metallurgy
- Physics (Cavendish Laboratory)
- Pure Mathematics and Mathematical Statistics (DPMMS)

The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University’s annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.
Terms of appointment

Tenure and probation
Appointment will be made on a fixed-term basis of 3 years (reason for the limit of tenure: limited funding). Appointments will be subject to satisfactory completion of a probationary period of 9 months.

Hours of Work and Working Pattern
The hours of work for the position are full-time working Monday – Friday.

Pension
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: https://www.pensions.admin.cam.ac.uk/.

Annual leave
Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), plus public holidays.

General information
Pre-employment checks

Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at https://www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form.

This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Ms Julie Bazin, who is responsible for recruitment to this position, on 01223 764289 or by email on hr-office@maths.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.
The University

The University of Cambridge is one of the world’s oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world’s leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people. Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.
The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels. Furthermore, the University’s Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away.

The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes.

Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Further information about attractions in and around Cambridge can be found at Visit Cambridge, the official tourism website for the city.
What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies
The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: https://www.opda.cam.ac.uk/

Your wellbeing
The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.
What Cambridge can offer

Pay and benefits
The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge
The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

Equality & diversity
The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: https://www.equality.admin.cam.ac.uk/

Development opportunities
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff. The University has introduced a Rental Deposit Loan Scheme to support new starters and existing employees with the set up costs of renting privately in the Cambridge area: https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/relocation-housing/rental-deposit-loan-scheme

Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016
How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need to register an account (if you have not already) and log in before completing the online application form.

Please also upload a CV and a covering letter and any additional supporting documentation, such as credentials, as you feel is appropriate for this post. In your covering letter, please clearly state how your knowledge, skills and experience match the criteria specified as being assessed by application form in the person profile section of the further particulars. The full contact details for two referees should be included; please note that we will assume that you are happy for us to approach your referees at any stage, unless you indicate otherwise in the space provided on the form.

Informal enquiries are welcomed and should be directed to:

**Email:** LE15419@maths.cam.ac.uk

The closing date for applications is 30th May 2018.