Pavilion & HR Office Administrator
Department of Applied Mathematics and Theoretical Physics

April 2018
Job Reference: LE15347
The role

Purpose of the role

This post holder will provide support for a number of academic and research staff in a particular pavilion or research group within the Department of Applied Mathematics and Theoretical Physics (DAMTP).

The post holder will also provide administrative support for the HR functions across the two Mathematics Departments - in DAMTP and in the Department of Pure Mathematics and Mathematical Statistics (DPMMS) as part of the HR Office.

DAMTP and DPMMS are large departments with around 50 and 40 academics (professors, readers and lecturers) respectively and almost 100 and 40 contract research staff respectively. DAMTP also hosts a significant number of short-term academic visitors.

The Head of Department is Professor Nigel Peake and the Department Administrator is Hannah Fox. The Department is located in the Centre for Mathematical Sciences in purpose-built accommodation in Wilberforce Road.

Information about the Faculty and the Departments may be found at:
https://www.maths.cam.ac.uk/
http://www.damtp.cam.ac.uk/ and http://www.dpmms.cam.ac.uk/.
# Key Duties & Responsibilities

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<tr>
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<th>Pavilion Administrator</th>
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<tr>
<td></td>
<td><strong>Key Duties &amp; Responsibilities</strong></td>
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<td><strong>1 Pavilion Administrator</strong></td>
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<td>As Pavilion Administrator, the role holder is the first point of contact for all academic and research staff and students resident in the Pavilion working both independently and as part of the Administrative team of 6 secretarial staff.</td>
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<td>With the focus being on Customer service and pavilion management, daily tasks include provision of administrative support to academic staff, welcoming academic visitors to the Pavilion, liaising with the HoD office to organise letters of invitation, assisting with travel arrangements, organisation of office space, set up of computer accounts and access cards, organisation and minuting of meetings, photocopying, etc.</td>
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<td>The aim of the Administrative team is to provide additional support at busy periods as well as cover for holidays/sickness etc.</td>
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<td>Assist Departmental Administrator with annual review of room allocations for the Pavilion.</td>
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<th><strong>30% Annually</strong></th>
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<td></td>
<td><strong>Seminars, Conferences and Summer School</strong></td>
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<td>Organisation of seminars, conferences and summer school to include preparation of programme and circulation of notices; advertising events on Talks.cam, Eventbrite etc.</td>
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<td>Setting up payment protocols as required. Sourcing and booking conference venues, catering, accommodation for speakers and delegates as required. Tracking progress of applications, submission of abstracts, liaising with guest speakers regarding presentation requirements: seeking permissions re filming of event and subsequent uploading of material to University’s streaming media site as necessary; monitoring of costs to ensure adherence to budget. Any other ad-hoc tasks associated with conference/seminar organisation.</td>
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<th><strong>15% Annually</strong></th>
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<td><strong>Research Grant Support</strong></td>
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<td>Assisting academics/research staff with grant applications, ensuring reporting requirements/deadlines are met. Duties also include collation of information requested and received from various internal/external sources for submission to the various funding bodies.</td>
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<td><strong>Website Maintenance/Documentation administration</strong></td>
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<td>Reviewing and updating group/pavilion webpages to ensure information and weblinks are current and relevant. Documentation may include information on research interests of academic staff, information bulletins, seminar and conference programmes.</td>
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<td>Sourcing current news items for inclusion in the bi-weekly news bulletin produced by the PA to Department Administrator</td>
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<td><strong>Correspondence</strong></td>
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<td>Assist heads of research groups/other group members with drafting of letters, emails, confidential referees’ reports for students and former staff members as appropriate in his/her absence and in accordance with instructions/preferences.</td>
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<td>Occasional use of technical mathematical word processing packages TeX and LaTeX for correspondence, research papers and monographs.</td>
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<td>Create and maintain a comprehensive electronic filing system for the various groups.</td>
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### Key Duties & Responsibilities

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<th>HR Administrative Support</th>
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<td>The role holder will be part of the HR Office team providing administrative support for the HR activities in the two mathematics departments. This support includes:</td>
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**Recruitment Administration and Support for the HR Office**

The role holder will provide support for recruitment activities across the two departments by taking the lead for specific appointments as directed by the Manager of the HR Office, this will include: drafting adverts complying with legal requirements, with input from the recruiting academics; advertising posts on the online recruitment system; maintaining the Departmental Vacancies websites; maintaining the filing system for recruitment.

Dealing with incoming applications and requesting references.

Coordinating interviews and making travel and accommodation arrangements for candidates as appropriate; acting as first point of contact for interviewers and candidates.

The role holder will also share in the provision of secretarial and administrative support for the HR Office including maintaining a comprehensive filing system and personnel records database, drafting letters and pre-filling forms for routine HR activities; maintaining diary and to-do lists of various HR activities (appointments, work permits, probations, appraisals, ends of contract) as appropriate |

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<th>HR Administration Duties</th>
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<td>The role holder will also be expected to provide administrative support for one or more of the following activities as directed by the Manager of the HR Office. The role-holder will take the lead in some of these activities, but will also be expected to support other members of the administrative team to provide cover across all HR activities. These include:</td>
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**HR support for in-post activities**

Including: probation processes, coordinating the peer review of lecturing exercise each term in both Departments, support for Senior Academic Promotions process, Staff Review and Development process, end of contract processes, maintaining absence records.

**Appointments Administrative Support**

Including: drafting appointment letters / forms and collating supporting documentation; inputting new starter data on HR online system; collating welcome packs.

**Immigration Administrative Support**

Including: drafting work permit applications and collating supporting documentation, coordinating annual right to work checks and address checks. | 20% Annually |
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.

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<th>Education</th>
<th>Essential/ Desirable</th>
<th>Assessed by Application (A), Interview (U) or Test (T)</th>
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<tr>
<td>Educated to ‘A’ level standard or equivalent with GCSE English and Mathematics.</td>
<td>E</td>
<td>A</td>
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<td>RSA II secretarial qualification or equivalent.</td>
<td>D</td>
<td>A</td>
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<td><strong>Specialist Knowledge &amp; Skills</strong></td>
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<td>IT skills including knowledge of word processing, spreadsheet, databases, webpage and email packages.</td>
<td>E</td>
<td>A and T</td>
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<td>Well-developed organisational skills with the ability to meet tight deadlines</td>
<td>E</td>
<td>A and I</td>
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<td>Excellent attention to detail.</td>
<td>E</td>
<td>A and T</td>
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<td>Knowledge of the University’s HR systems (RAS and CHRIS) or willingness to learn.</td>
<td>D</td>
<td>A and I</td>
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<td>A knowledge of TeX and LaTeX.</td>
<td>D</td>
<td>A and I</td>
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<td><strong>Interpersonal &amp; Communication Skills</strong></td>
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<tr>
<td>Excellent written and verbal communication skills</td>
<td>E</td>
<td>A, I and T</td>
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<td>Confidence and tact in dealing with people at all levels.</td>
<td>E</td>
<td>A and I</td>
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<td><strong>Relevant Experience</strong></td>
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<tr>
<td>Experience in a secretarial or administrative post</td>
<td>D</td>
<td>A</td>
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<td><strong>Additional requirements</strong></td>
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<td>Ability to work independently and on own initiative and to prioritise a diverse workload but also able to work as part of a team</td>
<td>E</td>
<td>A and I</td>
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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 of whom are FRS), 9 Readers, 1 Senior Lecturer and 11 Lecturers, approximately 80 Post-doctoral 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). DPMMS comprises at present about 40 tenured staff, more than 40 post-doctoral members of the Department and more than 80 PhD students. 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 accommodation is of the highest quality and was designed by mathematicians and architects to facilitate the study of mathematics. It comprises offices, meeting rooms, seminar/lecture rooms, and common rooms, and is equipped with an excellent computer network.

The Faculty of Mathematics is a supporter of the Good Practice Scheme developed by the London Mathematical Society’s Women in Mathematics Committee (http://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 staff contribute to more than one area and this is regarded as a key factor in the continuing success of DAMTP.

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: http://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 (http://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: http://www.cam.ac.uk, http://www.damtp.cam.ac.uk and http://www.maths.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**
The appointment will be made on a permanent basis. The appointment will be subject to satisfactory completion of a six month probationary period.

**Hours of Work and Working Pattern**
The hours of work for the position are 36.5 hours per week, working Monday – Friday.

**Pension**
You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

**Annual leave**
Full time employees are entitled to annual paid leave of 7.2 weeks (36 days), inclusive of public holidays. The leave year is from 1 October to 30 September.

**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 http://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.

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.
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: http://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 undertaking 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 by clicking “Apply online” in the job advert. On the online form, in the suitability for the role section, you should explain the reasons for your application and how your knowledge, skills and experience match the requirements of the role. 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:

Mrs June Rix (email: jew46@cam.ac.uk) or Ms Julie Bazin (email: jb520@cam.ac.uk).

If you have any queries regarding the application process please contact:

Email: LE15347@maths.cam.ac.uk

The closing date for applications is 14th May 2018

Interviews are expected to take place w/c 21st May 2018