Undergraduate Office Administrator (part time)

Department of Applied Mathematics and Theoretical Physics

Closing date 29th July 2018

Job reference LE15964
The role

Purpose of this role

The post will be part of a team providing administrative support for the functions of the Faculty of Mathematics’ Undergraduate Office. The Undergraduate Office administers the undergraduate and postgraduate examinations, acts as first point of contact for internal and external queries relating to admissions, examinations and Faculty business, maintains key documentation including the lecture timetable, and provides administrative support to the Secretary of the Faculty Board in the servicing of the Board and its committees.

Dimensions of the role

The Faculty of Mathematics is one of the largest in the University and admits 250 undergraduates each year. The office also provides examination support for the two Maths (MMath and MSt) which have 200 students per year between them.

This role holder takes responsibility for certain areas of the work of the Undergraduate Office and provides support to the Secretary of the Faculty Board and to Examiners and Academic Officers. The Undergraduate Office is the central point of information and postgraduate examinations, Faculty prizes and appointments of Examiners.

The role holder will be part of the Undergraduate Office team providing administrative support for the Faculty’s teaching and examination processes. This support includes:

Examinations support (50%)

The role holder will provide administrative support for all aspects of Undergraduate, MMath, MSt and MPhil Examinations in the Faculty including: preparation, copying and filing of papers; Examination day support, setting up of examination rooms, co-ordination of examination scripts; maintaining contact lists; updating records.

The role holder will also share in the provision of secretarial and administrative support for the Undergraduate Office including drafting letters and pre-filling forms for routine activities; maintaining diary and to-do lists of various activities in the Undergraduate Office.
Faculty Administrative Duties (50%)

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 Undergraduate 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 activities of the Undergraduate Office. These include:

- Computer Aided Teaching (of) all Mathematics (CATAM)
  Providing administrative support for the Director of CATAM, including: arranging meetings of Computational Projects Assessment Committee (CPAC); administrative support for the submission of CATAM Projects; and Secretarial support for the Director of CATAM.

- Faculty Board Support
  Assisting the Undergraduate Office Manager in providing administrative support to the Secretary and the Chairman of the Faculty Board, including preparing and circulating agendas, minutes, and papers; drafting routine correspondence; maintaining records of Membership of the Committees of the Faculty Board; and updating the Faculty Board website.

- Undergraduate admissions
  Providing administrative support to the Faculty’s Admission Officer for the Faculty’s undergraduate recruitment activities. This includes being the first point of contact for Enquiries relating to admissions; administration for the Faculty’s recruitment events, administrative support for Sixth Term Examination Paper (STEP) Easter School and Sutton Trust Summer School.

- Other (Ad hoc)
  The role holder may be ask to carry out other duties commensurate with grade.

- The University expects that you will:
  Treat all members of the University community (including all staff, partners, students and visitors with respect, courtesy and consideration at all times.
  Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
  Take care of their own health and safety, not compromise the health and safety of others, and comply with the University and departmental safety requirements.
## Knowledge, Skills and Experience required for the role

<table>
<thead>
<tr>
<th></th>
<th>Essential or Desirable</th>
<th>Assessed by Application Form, Interview or Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>

### Education and Qualifications

Educated to “A”level standard or equivalent GCSE English and Mathematics.  

<table>
<thead>
<tr>
<th></th>
<th>Essential or Desirable</th>
<th>Assessed by Application Form, Interview or Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>

### Specialist Knowledge and Skills

- IT skills including knowledge of word processing, spreadsheets, databases, webpage and email packages.  
- Well-developed organisational skills with the ability to meet tight deadlines.  
- Excellent attention to detail.  
- Knowledge of the University’s systems (CamSIS).  
- A knowledge of TeX and LaTeX  

<table>
<thead>
<tr>
<th></th>
<th>Essential or Desirable</th>
<th>Assessed by Application Form, Interview or Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>

### Interpersonal & Communication Skills

- Excellent written and verbal communication skills  
- Confidence and tact in dealing with people at all levels.  

<table>
<thead>
<tr>
<th></th>
<th>Essential or Desirable</th>
<th>Assessed by Application Form, Interview or Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>

### Relevant experience

- Experience in a secretarial or administrative post.  

<table>
<thead>
<tr>
<th></th>
<th>Essential or Desirable</th>
<th>Assessed by Application Form, Interview or Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>

### Additional requirements

- Ability to work independently and on own initiative and to prioritise a diverse workload but also able to work as part of a team.  

<table>
<thead>
<tr>
<th></th>
<th>Essential or Desirable</th>
<th>Assessed by Application Form, Interview or Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>
The Department of Applied Mathematics and Theoretical Physics (DAMTP) in the University of Cambridge is one of the world’s outstanding mathematics Departments and is an interesting and lively place to work. It has consistently been awarded the top grade in the UK Research Assessment Exercises and is teaching is also internationally renowned.

DAMTP is a large Department with around 58 academics (professors, readers and lecturers) and almost 100 contract research staff. There are also 20-30 visiting academics, 165 postgraduate research students and 250 graduate students. The academic staff are supported by approximately 20 administrators, 6 technical staff and 10 computer officers. The Department has laboratories and a workshop. The Department also hosts a busy and successful outreach programme (the Millennium Mathematics Programme), employing about 10 staff.

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.

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 recently receiving a renewed Bronze award.

Further general information about the University of Cambridge, the Department of Applied Mathematics and Theoretical Physics, and the Faculty of Mathematics in Cambridge may be found on the websites: http://www.maths.cam.ac.uk, http://www.damtp.cam.ac.uk, and https://www.dpmms.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.

The governing body of the School of the Physical Sciences is the Council of the School (CSPS), which is chaired by the Head of the School and meets twice a term. The arrangements for this body are set out in Statutes and Ordinances.

The School undertakes certain activities to coordinate education at both undergraduate and graduate level. It provides an umbrella in which strategic education issues can be addressed including: responses to relevant consultations, implementing School policy through coordination with departments and University bodies, providing a forum to facilitate best practice and raise awareness and encourage collaboration between departments within the School, and with other Schools.
Tenure and probation
Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period.

Hours of Work and Working Pattern
The appointment part time 20 hours per week (0.55 FTE) working Monday—Friday.

Pension
You will be automatically enrolled to become a member of Cambridge University Assistants’ Contribution Scheme (CPS)

Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk.

Annual leave
28 days pro-rata 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 www.admin.cam.ac.uk/offices/hr/staff/disabled/
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.
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 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

What Cambridge can offer

University of Cambridge
www.cam.ac.uk

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016

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

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. 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. In the suitability for the role section please clearly state how your skills and experience match the criteria specified as being assessed by application form in the person profile section of the further particulars. Please indicate the contact details of two referees on the online application form.

Informal enquiries are welcomed and any queries regarding the application process please contact LE15964@maths.cam.ac.uk

The closing date for applications is **29th July 2018**

Interviews to be held on **9th August 2018**