

Job title	Head of Computing Facilities (Departmental IT Manager)
Grade	10
Salary range	£53,691 - £56,950
Staff Group	Unestablished Academic Related
Department / Institution	Department of Computer Science and Technology

Role-specific information

Role Summary

The Department of Computer Science and Technology undertakes research and teaching in Computer Science along with many aspects of Engineering, Technology and Mathematics. It has a world-wide reputation for academic research with a consistent top research rating (5* RAE).

The Head of Department is supported in the management of the Department by two Deputy Heads of Department, the Departmental Secretary, the Departmental Secretary (Finance) and a Research Facilitator.

The role holder is responsible for delivering the diverse IT infrastructure with a team of IT professionals to efficiently support research, teaching and administrative roles of the department. This involves a combination of project work alongside the delivery of day-to-day services. Our environment on the research and teaching sides is heavily Linux based with FreeBSD, MacOS and Windows. Administrative functions are primarily Windows based. The role holder will ensure that IT creates the digital environment to enable the department to fulfil its goals.

Key Responsibilities

Reporting to the Head of Department, this senior role ensures the provision of a departmental IT infrastructure and service. In particular it is responsible for the direct support of research staff and the provision of information systems to meet the needs of the administrative staff.

The role involves interacting with senior research staff to identify their needs and to manage and direct the other computer officers to ensure service delivery of a heterogeneous environment. A significant part of the role is to interact with research staff and assist them in realising novel computing needs. This requires a broad and comprehensive technical ability. It also involves interacting with other bodies both within the University and beyond to ensure the services and facilities are provided in a timely and cost-effective manner, exploiting external services where appropriate. The role holder is a member of the IT Strategy Committee which is responsible for long term planning to meet the department's future needs.

The role is responsible for spending the IT budget and for co-ordinating large purchases for significant infrastructure upgrades from bid stage through to purchase. Substantial additional funding stems from research contracts lead by academic principal investigators (PIs). The role must work in collaboration with PIs to ensure that this research specific infrastructure can be supported alongside central infrastructure. The continually evolving nature of the research means that we are looking for an adaptable and flexible person who is able to balance the demands placed on the infrastructure to facilitate the novel work being undertaken whilst at the same time ensuring that the security and integrity of the services provided are not compromised.

Person Profile

Essential knowledge, skills and experience required for the role.

- Educated to at least first degree level.
- A strong track record in one or more specialist technical areas (administration of network, file-server, Linux, Mac and Windows systems, and computer security).
- Evidence of managing teams.
- Evidence of budgetary responsibility
- Understanding of the University IT environment

Desirable experience includes:

- An appreciation of research practises.
- An understanding of large software development processes and infrastructure required to support it.
- Experience in developing database and web applications.

Terms and Conditions

Location	The Computer Laboratory, William Gates Building, JJ Thomson Avenue, Cambridge
Hours of work	There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.
Length of appointment	Permanent.
Annual leave	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.
Pension eligibility	Universities Superannuation Scheme (USS). Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff.

Screening Check Requirements

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. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

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 addition to this, please ensure that you upload the application documentation as follows:

- Curriculum Vitae
- Covering letter including a summary of your past work which makes you a suitable candidate for this job.

If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

If you have any informal enquiries please contact Dr Graham Titmus graham.titmus@cst.cam.ac.uk.

The closing date for applications is midnight (GMT) on 2 March 2018. Shortlisted candidates will be contacted soon after the closing date, with a view to holding interviews either late March or during the Easter term (April – June) 2018.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was second in the Times Higher Education World University Rankings 2018 https://www.timeshighereducation.com/world-university-rankings/2018/world-ranking#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/stats and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students and undertake the admissions process for undergraduate students. They also provide student accommodation and deliver small group teaching for undergraduate students (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The Department of Computer Science and Technology (The Computer Laboratory)

The Department of Computer Science and Technology is an academic department within the University of Cambridge that encompasses Computer Science, along with many aspects of Engineering, Technology and Mathematics. Professor Andy Hopper <http://www.cl.cam.ac.uk/~ah12/> is the current Head of Department. Current research areas include bioinformatics, computer architecture, computer vision, distributed systems, graphics and human-computer interaction, logic and semantics, machine learning, natural language processing, networking and wireless communication, operating systems and virtualization, programming, security, and sustainable computing.

The Cambridge Diploma in Computer Science, which ran from 1953 to 2008, was the world's first taught course in computing. Undergraduate teaching was introduced in 1970. The MPhil in Advanced Computer Science, is a one-year postgraduate course designed to prepare students for doctoral research.

At present there are 195 members of staff of whom 47 are academic/academic related, 33 support staff and 115 other research workers. It has some 112 PhD students and over 350 students on taught courses.

Building on its long and distinguished history, the Computer Laboratory continues with world class teaching and research. The quality of the staff and research students within the Computer Laboratory is key to our success and the Department seeks and attracts the best candidates in the world. One of our aims is to

maintain a healthy balance of staff across and there is a drive to increase the number of women and diversity of staff in the Department.

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.
- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Reduced staff fees for University of Cambridge graduate courses.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The opportunity to attend lectures and seminars held by University departments and institutions.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and 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, Caroline Stewart, the Departmental Secretary, who is responsible for recruitment to this position, by email caroline.stewart@cl.cam.ac.uk. Alternatively, you may contact the HR Business Manager in the Human Resources Division via hrenquiries@admin.cam.ac.uk.