

# Teaching Manager

## Department of Zoology

Closing date: 30 April 2024  
Job Reference: PF41113



## Teaching Manager

**Salary:**

£33,966 - £44,263 per annum

**Contract:**

Permanent

**Location:**

Cambridge

**Department:**

Zoology

**Responsible to:**

Departmental Administrator

**Working Pattern:**

Full-time. Based on site

**Purpose of the role**

The Department of Zoology is one of the largest research and teaching departments in the University, with around 250 staff and a final year undergraduate class of about 90. The Department teaches on 10 courses within the undergraduate Natural Sciences Tripos and leads administration for three Part I courses and six Part II modules. There are approximately 90 postgraduate students currently in the Department.

The role holder manages course communications, support systems and processes on behalf of the Department to ensure the successful delivery of the courses and programmes. They provide oversight of and operational management of the Teaching Office of the Department, of the day-to-day coordination and delivery of all administrative processes and functions related to undergraduate teaching and postgraduate research students in Zoology and ensure compliance with all relevant University policies and procedures. The role holder works closely with the Deputy Head of Department (Teaching) and Deputy Head of Department (Postgraduate Education) to support excellence in teaching in the Department.

The postholder manages resources for undergraduate teaching and postgraduate research students, including: overseeing the relevant budgets; managing information and communications; line managing the Postgraduate Administrator and the Teaching Office Assistant (supporting the administration of all undergraduate and postgraduate programmes within the Department), and liaising with and supporting the technical staff in the practical classroom and lecture theatres to ensure smooth running of practical classes and lectures. They are also responsible for the overall management and coordination of four field courses, both in the UK and overseas.

## Key responsibilities

### Teaching Office

- Manage the overall day-to-day running of the Teaching Office (undergraduate and postgraduate studies), including the staff and the budget. Create, implement and improve new procedures/processes and systems, ensure that these are clearly set out and followed by all staff involved in education. Ensure that all teaching programmes, assessments and examinations run to time and according to University policies and procedures.
- Oversee the set up and running of various undergraduate teaching activities in the Department. Maintain a database of programme activities and contacts, research and disseminate information, handle programme enquiries.
- Organise student events internally and in collaboration with other SBS departments and University central offices.
- Work closely with the DHoD (Teaching) and DHoD (Postgraduate Education) to provide advice to develop future strategies for the Department and satisfying external and internal reviews (REF, TEF, Educational Monitoring Review (EMR)).

Provide administrative assistance and support to the DHoD (Teaching) and the DHoD (Postgraduate Education) to co-ordinate all relevant courses and related matters (course materials, coursework, VLE and consultative feedback). Gather and carry out data analysis on all aspects of the undergraduate and postgraduate programmes to assist in the strategic development of the courses, enhance operational procedures to support such development, and ensure EMR and Athena Swan targets are achieved in a timely fashion.

### Staff management

- Manage the Postgraduate Administrator the Teaching Office Assistant, including co-ordinating and assisting with the prioritisation of workload, explaining new processes and procedures, monitoring performance and progress, undertaking formal staff reviews, identifying and recommending necessary training, interviewing new applicants for the roles, acting as first point of contact for staff grievances and disciplinary matters, resolving minor grievances and referring serious cases to DA as required.

### Website

- Responsible for teaching-related information on the departmental and NST websites.

## Exams and coursework administration

- Advise the Chair of Examiners and the Senior Examiners regarding procedural regulations. Design and facilitate realistic marking timetable. Ensure that exams processes operate as effectively as possible and intervene where necessary. Coordinate, develop and advise on improvements to exam procedures. Review coursework processes and develop systems to improve efficiency, establish systems and processes for effective coordination of examination administration. Respond to student queries regarding examination procedures and concerns. Approve and document submission extension requests and reach out to College DoSes where welfare and behavioural concerns appear.
- Responsible for organising and coordinating the coursework application and allocation process for students in IB EEC and Part II Zoology.
- Responsible for collating and checking all assessment and examination marks, and flagging plagiarism irregularities to the Turnitin Officer.

## Field course(s) management

- Oversee the operational planning in support of the Zoology annual field courses, including the Tropical Field Course. Develop, maintain and improve the administration of field courses for four annual residential field courses based in the UK and abroad, and a number shorter excursions. Assist Lab and Facilities Manager and Field Course Organisers in considering risks of excursions and producing risk assessments. In collaboration with others, review the Departmental Code of Conduct Policy.
- Ensure procedures around postgraduate fieldwork are improved and student concerns are addressed.
- Liaise with colleges to ensure students' mental and physical health conditions are disclosed, and coordinate with Field Course Organisers to ensure reasonable adjustments are provided where necessary.

## Teaching finances management

- Responsible for managing the budgets, account for expenditure, analysis of variances and reporting. Coordinate and monitor expenses, payments and income and expenditure reports. Review processes and develop systems to improve efficiency, establish systems and processes for effective coordination of field course administration. Ensure compliance with University financial procedures.
- Co-ordinate and manage in collaboration with HR all related teaching activities, including UPS payments for teaching staff and approving marking payments, co-ordinate recruitment processes related to teaching, including the recruitment processes for University Teaching Officers, e.g. draft role descriptions and advertisements and serve as administrative officer during interviews. Take responsibility for the administration of the Cambridge Casual Worker System.

### **Committees**

- Participate in University-wide working groups related to teaching and education when invited/required.
- Represent the Teaching Office at the relevant departmental committee meetings as needed, act as an interface between the Senior Management and Teaching Office staff.
- Responsible for Teaching Committee and Management Committees business preparation, including preparing agendas, reports and documents for circulation. Participation at committee meetings and ensuring that actions are taken forward.

### **Postgraduate teaching management**

- Oversee postgraduate administration and operations including oversight of the Departmental Postgraduate Education Committee (DPEC), postgraduate admissions and funding possibilities on the departmental website; recruitment and admissions of postgraduate students and, in conjunction with the DA, monitor the postgraduate funding situation.

# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Experience in a teaching administrative capacity within Higher Education Institution	✓	
Experience of managing staff successfully	✓	
Experience in coordinating teaching programme or courses	✓	
Experience of managing a budget		✓
<b>Skills</b>		
Well-developed IT skills	✓	
Excellent written and verbal communications skills, including the ability to synthesise and present complex policies clearly	✓	
Well-developed inter-personal skills	✓	
Able to work and communicate effectively and appropriately with a wide range of staff and students	✓	
Ability to synthesise and communicate policies	✓	
<b>Qualifications</b>		
Education to degree standard.	✓	
Administrative experience in HE or similar		✓

<b>Additional requirements</b>		
Flexible, adaptable and ability to work under pressure and learn new skills quickly	✓	
Able to prioritise tasks and work to deadlines	✓	
Ability to use own initiative and judgement, within guidelines set by University policy and by departmental senior staff	✓	
Annual leave can only be booked outside of term	✓	

# Department of Zoology

The Department of Zoology provides an exciting research and teaching environment with a strong sense of collegiality and community. The Department has about 250 members who share a fascination with animal biology. Our community includes 23 University faculty, a further 16 principal investigators, around 80 postgraduate students, a vibrant post-doc community and a committed team of professional service staff. The Department is a member of the Cambridge Conservation Initiative (CCI), a unique partnership between conservation organisations and academic departments.

## Research

Our mission is to define and answer the most important and exciting questions in animal biology thus delivering an outstanding contribution to knowledge with real-world benefits. We have particular research strengths in conservation science, evolutionary biology, ecology, behavioral ecology and developmental biology. Members of the Department belong to a range of the School's research themes including "Organisms, Evolution and Ecology", "Functional and Evolutionary Genomics", "Reproduction, Development and Lifelong Health" and "Neuroscience, Psychology and Behaviour".

The Department contributes to five cross school Interdisciplinary Research Centres; Conservation, Global Food Security, Cancer, Infectious Diseases and Neuroscience and an exciting new Collections-Connections-Communities strategic research initiative.

The Department has an outstanding Museum of Zoology that holds internationally renowned collections that provide excellent research and teaching resources, and has its own strengths in collections-based conservation work. The Museum attracts over 150,000 visitors per year. It has a lively and



innovative science outreach programme and hosts hundreds of visits by educational groups each year.

## **Teaching**

We teach a range of courses in the Natural Sciences Tripos, working closely with other Departments in the School. These include first and second year courses in "Evolution and Behaviour", "Evolution and Animal Diversity", "Ecology Evolution and Conservation", "Cell and Developmental Biology" and "Neurobiology".

Our final year "Part II Zoology" course is a modular course that reflects the research interests of the department and is delivered in close cooperation with other Departments. This allows our students to combine the study of evolutionary biology, ecology, conservation and behaviour, with genomics, cell and developmental biology and a range of other options. Students can focus on specific areas of Zoology or explore the diversity of the subject and the interface between disciplines and levels of analysis. Our teaching is rated very highly, by both external assessors and the undergraduates themselves.





### Location and Facilities

The Department is based in the historic city centre of Cambridge and has very close links with the Cambridge Conservation Initiative, in which some members of the Department are based.

### Working Environment

The Department of Zoology offers a stimulating, supportive and friendly work environment in a successful academic community. We have exceptional strengths in both field and laboratory based experimental work, as well as with *in silico* approaches, all supported by excellent research facilities.

We offer a range of activities to support career development, promote staff wellbeing and happiness and foster a healthy research culture.

As well as providing a proactive mentoring programme and annual staff development reviews, we have an active induction programme and facilitate training in a wide range of topics. The Department promotes staff wellbeing through diverse social events organised through the year.

We are uniquely positioned to contribute to life in our local community through the work of the Museum of Zoology, and encourage our staff to contribute to wide-ranging activities the Museum runs every year for different community groups.

### Equality Diversity and Inclusion

We embrace and value the immense benefits of a diverse and inclusive community at work.

All members of the Department are expected to be actively involved in creating a stimulating, inclusive, respectful, and supportive work and study environment.

We fully and actively subscribe to both the University's Equal Opportunities Policy, the University's Dignity@Work Policy, and promote a wide range of diversity networks for women, black, Asian and minority ethnic, and lesbian, gay, bisexual, and transgender (LGBT+) staff and students.



# Working in the Department of Zoology

The Department of Zoology offers a stimulating, supportive and friendly work environment in a successful academic community.

We have exceptional strengths in both field and laboratory based experimental work in addition to theoretical approaches. The Department and School have excellent research facilities.

The Department provides a lively and successful research environment. We have a range of regular seminar series (e.g. Behavioural Ecology and Evolution, Evo Devo and Museum Research Talks) and an Annual Departmental Seminar Day. There is a wide range of seminars in the School and in Cambridge.

The Department has a proactive mentoring programme and provides annual staff development reviews. Probation includes regular meetings with a mentor and the Head of Department. We have an active induction programme and ongoing training in a wide range of topics.

Social life in the Department includes, when possible, various get-togethers throughout the year, happy hour, sporting and other well-being activities.

The Department values interactions with the wider community and there are opportunities to contribute to outreach through, for example, Museum activities, the Cambridge Festival, interactions with local schools and many others.

## Equality Diversity and Inclusion

We embrace the immense benefits of a diverse and inclusive community. We are committed to fostering equality and inclusion, valuing diversity and promoting

wellbeing all built on a foundation of mutual respect in our community.

We expect all members of our community to be actively involved in providing a stimulating, inclusive, respectful, and supportive work and study environment.

We fully and actively subscribe to both the University's Equal Opportunities Policy, the University's [Dignity@Work Policy](#), as well as promoting a wide range of diversity networks for women, black, Asian and minority ethnic, and lesbian, gay, bisexual, and transgender (LGBT+) staff and students.

We have an enthusiastic and effective Equalities and Wellbeing Committee and Race Equality sub-group, with members drawn from all sections of the department's staff and students.

The committee works hard to lead the department in implementing best practices in equality, diversity, inclusion, and wellbeing. This includes:

- Actively promoted and encouraged current staff to undertake equality and diversity training throughout their time in the department.
- Introduction and active promotion of Wellbeing Advocates in the Department.

The Department is pleased to hold a silver Athena Swan awarded in 2016.



# The Museum of Zoology

**The Museum of Zoology provides a relatively small home for a spectacular global collection, encompassing more than two million zoological specimens amassed over the course of more than two centuries. Just over 250,000 specimens are in the non-insect invertebrate collections, including the Robert McAndrew collection of molluscs and the John Stanley Gardiner collection of crustacea, each of which are rich in type specimens.**

With substantial funding from National Lottery Heritage Fund, the Museum's building recently underwent a complete refurbishment – including the construction of a new glass-walled whale hall. During the refurbishment, the public galleries had a facelift, with vibrant new displays assembled and installed; staff offices and labs were upgraded; and the museum stores were completely emptied, rebuilt, and refilled. The Museum re-opened in 2018, attracting over 150,000 visitors and won plaudits for its work in public engagement that year through two awards, regionally and nationally. It received further national recognition for the programme of digital engagement it put on during 2020 and 2021.

Staff of the Museum includes the Director and five academic curators, all of whom combine research, teaching and curatorial responsibilities. The academic staff works with the Collections team, the Public Engagement team, and the Operation and Visitor Services team, which includes a large and active team of volunteers. The Museum is embedded in the Zoology Department and shares a building with the Cambridge Conservation Initiative (CCI). It is also part of the wider University consortium of Cambridge museums, the

UCM. The consortium works together in delivering a programme of public engagement and learning activities, including the hugely popular 'Twilight' events.

The consortium is also part of the new University-funded Strategic Research Initiative 'Collections – Connections – Communities'. It will use the University's collections, and their audiences, to convene new research addressing key societal issues of our time, relating to Environment and Sustainability; Public Health and Wellbeing; and Society and Identity. Ongoing work within the Museum of Zoology already falls within each of these themes. As well as projects on evolution, that explain how life on earth evolved and how it functions today, and conservation, which use the collections to document the decline in the natural world, to deduce new techniques for conserving and rebuilding biodiversity, there is work targeted towards improving the health and wellbeing of our audiences and uncovering the hidden histories behind the collections.

The Museum has associated molecular laboratories, and a high-resolution micro-tomography centre.



# The School of the Biological Sciences

The School of Biological Sciences is one of six Schools of the University. In line with the University's mission, the academic vision of the School is the pursuit of education, learning and research at the highest international levels of excellence. We aim to work in innovative ways to achieve ongoing excellence in a supportive and collaborative research and teaching environment.

## About the School

The research and teaching carried out in the School of Biological Sciences is diverse and covers animal, human, plant and microbial science from the atomic, molecular and cellular levels through to tissues, organs, whole organisms, populations, ecosystems, biodiversity and human behaviour. The research has impacts on health and disease across species, agriculture, conservation and the environment as well as on the pharmaceutical and biotechnology industries, with direct translational relevance to the clinic, public services and social policy, and the bio-economy.

The School is organised into nine Departments (Biochemistry; Genetics; Pathology; Pharmacology; Physiology, Development and Neuroscience; Plant Sciences; Psychology; Veterinary Medicine; Zoology) and four major interdisciplinary research institutes

(Gurdon Institute; Wellcome-MRC Cambridge Stem Cell Institute; Sainsbury Laboratory; MRC Toxicology Unit) all of which are involved in fundamental biological research with varying contributions to undergraduate and postgraduate teaching.

The School has oversight of the Botanic Garden, the Herbarium and the Museum of Zoology through the Departments of Plant



Sciences and Zoology respectively. The School also contributes to the Cambridge Conservation Initiative, an unprecedented and highly successful amalgamation of cross-Schools groups and Non-Governmental Organisations.

The School of Biological Sciences employs around 2000 staff, teaching over 4000 students: 2000 of these are undergraduates in the Natural Sciences, Medical Sciences and Veterinary Sciences Triposes; the remaining 2000 are postgraduates.

## Research Themes

Six cross-cutting Research Themes provide integration across the School and align with areas of significant research strength. They are designed to facilitate interactions across traditional departmental boundaries and all activities are founded in the principles of openness, inclusion and mutual respect. The Research Themes are:

- Molecules and Cells
- Infection and Immunity
- Neuroscience, Psychology and Behaviour
- Functional and Evolutionary Genomics
- Reproduction, Development & Lifelong
- Organisms, Evolution and Ecology

All academic staff within the School of Biological Sciences are invited to join and participate in the Theme(s) most relevant to their research. The Themes provide new opportunities for leadership across the School, bringing people together from a variety of perspectives and career stages, with Theme Lead applications actively encouraged from groups traditionally under-represented in such roles.

## Culture and Inclusion

The School is working to deliver a thriving research culture so we can attract and retain the best researchers and empower them to do their best work. The School is home to a dynamic community committed to providing a working environment where all individuals feel valued and supported.

In line with University values and frameworks, we are proactively working to achieve an inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published.

Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications.

For more information:

[Guidance on the Implementation of DORA Recommendations for Research Assessment](#)

## Biological Sciences Early PI Network

The network offers peer-support and advice during the challenging transition to lab head, implements policies and ways of working to improve the experience of early Principal Investigators.



# Cambridge Conservation Initiative



The Cambridge Conservation Initiative (CCI) is a unique collaboration between the University of Cambridge and nine leading internationally-focused biodiversity conservation organisations based in and around Cambridge.

The CCI partners together combine and integrate research, education, policy and practice to create innovative solutions for society and to foster conservation learning and leadership. Our work spans disciplines, organisations and continents, with a core mission of conserving and restoring life on Earth.

This position will be based in CCI's hub in the David Attenborough Building – right at the centre of the largest cluster of conservation organisations in the world, and a place where leaders in academia, business, government and non-governmental organisations interact and work together on a daily basis.

Our city-centre location and strong convening power allow us to directly engage with a wide audience globally, from leaders in government, business, academic and NGO communities to the general public.



# Terms of Appointment

**Tenure and probation:** The appointment will be made on a permanent basis. Appointments 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 full-time, working Monday – Friday. Ability to work out of hours – evenings and weekends during the examination period is essential.

**Pension:** You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: [University Pensions](#) website.

**Annual leave:** Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

## 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.

## Screening Checks:

This role requires a basic disclosure and a security checks. The nature of this role means that the successful candidate will also need to undergo a health assessment. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks, whether an outcome is satisfactory will be determined by the University.

## Equality and Diversity

We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. <sup>[1]</sup><sub>[SEP]</sub> 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 on the [support services section on the HR website](#).

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, Mrs Anastasia Nezhentseva, HR and Grants Administrator, who is responsible for recruitment to this position via: [an286@cam.ac.uk](mailto:an286@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](mailto: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.





# About Us

**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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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.

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.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

Professor Deborah Prentice, Vice Chancellor



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 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.

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'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.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. 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 on [Equality and Diversity](#) webpages.

The University has a bronze Race Equality Charter award, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

# 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.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

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.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit the [Relocation Service - Accommodation Service](#) The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit the [Accommodation Service](#) website.



# 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.

## 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.



## 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. ACAMBens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. An interest free travel to work loan is also available for staff of the University.



# What Cambridge can offer

## 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.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found on the [Childcare Office](#) website.

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 Postdoc Academy](#) supports the postdoctoral community within Cambridge.

## 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 interdisciplinary [Cambridge Festival](#), 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.

## 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 postgraduate 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.



# 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 an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

**Louise Balshaw, Departmental Administrator**

**Email:** [lb358@cam.ac.uk](mailto:lb358@cam.ac.uk)

If you have any queries regarding the application process please contact **Anastasia Nezhentseva**

**Email:** [an286@cam.ac.uk](mailto:an286@cam.ac.uk)

The closing date for applications is 30 April 2024

Interviews in person are planned to take place in the week commencing 13 May 2024.