

Administrator

Sports Service

Closing date: 12 May 2024

Job Reference: DG41204



Administrator

Salary

£29,605 -£33,966

Contract

Permanent

Location

West Cambridge

Department

Sports Service

Responsible to:

Deputy Director of Sport

Working Pattern:

Full time, Monday to Friday.

The Service will also consider applicants looking for part-time/job share (0.5 FTE – 0.8 FTE)



Purpose of the role

The role holder will coordinate the administrative/ office functions (including associated policies and procedures), HR systems and committee activities for the Sports Service. They will also act as an Executive Assistant for the Senior Management Team.

Key responsibilities

Central Administration

Review central administrative processes and develop systems to support the effective administration of the Sports Service.

Develop standard operating procedures (SOP's) and training materials for administrative tasks, and support the induction and training of key staff. Liaise with line managers to support and monitor the implementation of administrative policies and procedures across the Service. Maintain filing systems to enable the easy access and retrieval of documents. Maintain confidential files and handle sensitive material with integrity and security.

Monitor expenditure against the administration budget, place orders, process invoices and process expense claims using electronic systems, check and approve as required.

Manage a number of central mailboxes related to administration, SMT and HR, responding to enquiries or signposting to guidance and support as needed.

Provide administrative support for specific annual Sports Service processes (eg. Bursary applications) and time limited projects.

Human Resources

Coordinate recruitment administration processes. Ensure recruitment administration is actioned in an efficient and timely manner, liaising with line managers on recruitment timetables and documentation. Update further information documents, check and publish adverts, collate applications, invite shortlisted candidates for interview, obtain references, issue letters to both successful and unsuccessful candidates, check contracts, and input information onto the HR information system. Provide advice on the recruitment process and procedures to line managers.

Perform HR administration duties (e.g. contract amendment procedures, process and record leavers, leave requests, sickness, absence, staff review records), using the HR information systems and updating databases as appropriate. Support the Senior Management Team with grading and reward processes.

Human Resources

Act as the first point of contact for HR related queries to the Service. Provide clear and accurate advice to individuals and managers regarding general terms and conditions of employment e.g. calculation of holiday entitlement, sick leave, maternity/paternity leave, and advise on the process to follow under each policy.

Review HR related reports from the Central HR team/system and action any issues identified. Coordinate the Sports Service response to University consultations on centralised policy and procedural changes and attend HR Administrator Forums. Maintain an awareness of changes made to University HR policies, procedures and best practice and amend Sports Service protocols as needed.

Co-ordinate Induction, Probation and Staff Review procedures, ensuring new starters and managers are aware of their responsibilities, paperwork is completed and information recorded on the University HR information system. Oversee the Staff Review administration and maintain up to date records for all staff.

Governance and Committees

Provide administrative support to Committee secretaries by organising meetings, helping to prepare agendas and write minutes, assisting with the drafting of documents such as reports and papers, proof reading and giving advice on matters of policy and procedure as required.

Maintain committee membership lists, upload papers to the centralised committees folders and manage access to committee members. Administer the central conflict of interest process, liaise with nominating bodies on new committee members and provide updates to the University on membership as required.

Supporting the Senior Management Team

Organise a range of internal and external meetings on behalf of the Senior Management Team, including organising venues, access and catering; liaising with attendees; supporting the preparation of the agenda and key documents; the circulation of papers; writing notes/minutes; circulating and following up on key actions.

Manage and co-ordinate diaries to ensure that time is well ordered and prioritised. Identify immediate priorities and ensure that timely action is taken and/or followed up.

Review correspondence (email, letters etc), identify priorities, produce letters and other correspondence and enter data onto central recordkeeping systems. Attend team meetings, prepare follow up action lists and circulate as required.

Proof read documents for the Senior Management Team and draft correspondence and reports gathering data from a range of sources on behalf of the Senior Management Team.



Person Specification

Criteria	Essential	Desirable
Experience		
Experience of coordinating office/administrative functions, and developing and reviewing administrative processes and systems.	✓	
Experience of HR administration, including the use of HR recruitment and administration systems.	✓	
Experience of providing administrative/clerical support to staff operating at the Senior Management Team level.	✓	
Experience of working on their own initiative in a dynamic administration environment.	✓	
Familiarity with governance arrangements within the HE Sector.		✓
Experience of Finance Systems, including expenses systems.		✓
Skills		
Excellent administrative, clerical and secretarial skills. <ul style="list-style-type: none"> • Excellent written communication skills to draft letters, briefing notes, minutes etc. • Excellent IT skills including MS Office suite (Word, Excel, PowerPoint, Outlook). 	✓	
Confident and proactive with the ability to work using own initiative and judgement.	✓	
Ability to multitask and progress a variety of key tasks in parallel with conflicting deadlines.	✓	
Discretion and diplomacy in dealing with confidential information, sensitive issues and high-profile contacts.	✓	
Strong team working skills and a willingness to assist others.	✓	
Qualifications		
Educated to HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience	✓	
Additional Requirements		
The Sports Service will consider flexible working requests although the role holder will be expected to be in the Sports Service for a proportion of the week.	✓	

The Sports Service



Cambridge University is recognised as much for its illustrious sporting tradition as it is for its excellence in education, learning and research.

Over the past 150 years, the University has been home to some of the world's greatest sportsmen and women, from Michael Atherton, to Emma Pooley, to a host of Olympians and Paralympians.

That history translates into a vibrant sports scene in the University today. With a vast range of sports clubs and societies, the University is one of the country's leading centres for student sport. Cambridge regularly places in the top 20 universities in the country in BUCS competition, and a range of scholarships for elite athletes are available.

Sport at Cambridge is supported by our world-class facilities. Opened in 2013, the University Sports Centre has a fitness suite, sports hall, squash and fives courts, studios and team training room used by international performance athletes.

The Sports Service also maintains dedicated athletics and hockey facilities at Wilberforce Road Sports Ground, while cricket and tennis have their home at Fenner's, one of the country's most historic and iconic sports venues. The Service works with a range of other club and college grounds across the city.

The University Sports Service is committed to developing sport within the University and across Cambridgeshire.

To find out more about the Sports Service: www.sport.cam.ac.uk

OUR VALUES

EMPATHY PROACTIVITY INTEGRITY INCLUSIVITY CONSISTENCY

E **P** **I** **I** **C**

WALKING IN SOMEONE ELSE'S SHOES PLANNING AHEAD OF TIME DOING THE RIGHT THING CREATING AN ENVIRONMENT WHERE EVERYONE IS WELCOME MAINTAINING GREAT SERVICE TRANSFORMING GOOD INTO EXCELLENCE

Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis. This role is available on a full-time basis, but the Sports Service will also consider applications from those wishing to work on a part-time (job share) basis.

Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

Monday to 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 36 days inclusive of public holidays. For part-time employees, annual leave will be pro-rated based on days worked.

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.

Screening Checks:

No prior screening checks will be required for this role.

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: recruitment@sport.cam.ac.uk

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University 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.

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.

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.

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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

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 paid emergency leave for parents and carers.

Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

Your wellbeing

There are a range of activities and support services available to University employees to promote their physical and mental wellbeing. More details are available here:

[Wellbeing | Human Resources \(cam.ac.uk\)](http://Wellbeing | Human Resources (cam.ac.uk))

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 <https://www.accommodation.cam.ac.uk/RelocationService/>. 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 <https://www.accommodation.cam.ac.uk/>



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. You will need an email address to register for our online system. Once you have registered for an account, you will need to complete an online application.

For an informal discussion, please contact us via recruitment@sport.cam.ac.uk to arrange a telephone call or visit to the Sports Centre.

If you have any queries regarding the application process please contact:
recruitment@sport.cam.ac.uk

The closing date for applications is **12 May 2024**

Interviews will take place on the **22 May 2024**