

Business Administrator

Department of Pathology

CLOSING DATE: 14 May 2024

Job Reference: PK41272



Business Administrator

Salary: £23,144 - £25,742

Contract:

Permanent

Location:

Addenbrooke's Hospital
(Laboratory Block)

Department:

Pathology

Responsible to:

Senior Laboratory Manager

Working Pattern:

Full Time, Monday to Friday

People are at the heart of everything we do at Pathology, so why not join our professional services team as our Business Administrator and start supporting excellence in research and education.

We can offer a welcoming work environment where you can feel valued, encouraged to develop, and supported, so that you can achieve your full potential.

The Department of Pathology is one of the larger departments in the University with a highly active research and teaching programme.

Excellence in these activities is underpinned by a central departmental technical and administrative support structure in which the role of the Business Administrator will play a key part.

Purpose of the role

The role holder will provide a full administrative service to the Head of the Division of Virology and the other staff of the division.

The Head of Department may also from time to time require the role-holder to perform other duties appropriate to the grade of the post.



Key Responsibilities

- Provide administrative support to the Head of the Division of Virology, Principal Investigators and Laboratory Manager (including diary management and minute taking as required).
- Assist with correspondence & confidential documents e.g. reports, research papers, references and examination papers. Prioritise urgent matters and compose replies to routine letters/e-mails as required.
- Use the Research Grant Costing Tool x5 to calculate Full Economic Cost for grant applications and assist Principal Investigators in assembling and submitting research grant proposals via Departmental Grants Administrator.
- Produce lecture handouts/practical class sheets.
- Assist with the organisation of undergraduate teaching and examinations.
- Make travel arrangements for attendance at meetings and conferences.
- Assist with the organising of scientific meetings and conferences (planning and co-ordinating events, working as a team with Head of Division and other members of the division, liaising with Accounts Office and Colleges).
- Assist the Laboratory Manager with Purchase Orders and other administrative tasks.
- Sign for deliveries and distribute as required.
- Be the first point of contact for visitors.
- Provide administrative support for divisional staff that sit on external grant awarding committees and/or are editors of scientific journals.
- Arrange divisional meetings/seminars (book rooms, distribute seminar lists, submit expense claims).
- Maintain divisional journal collections (both paper and digital records).
- Provide advice when sending hazardous packages (e.g. containing viruses). Ensure that the correct paperwork is completed and that the packaging complies with the appropriate HSE legislation.
- Be responsible for maintaining stocks of stationery, IT supplies and postage stamps.
- Maintain a comprehensive filing system.
- Ensure that all staff, students and visitors receive divisional safety documents.
- Update the COSHH risk assessment database.
- Update safety documentation in collaboration with Laboratory Manager and Divisional Safety Officer.
- Such other duties as may be required and which are appropriate to the grade.

Person Specification

Criteria	Essential	Desirable
Education		
At least 4 GCSE's at grade C or above, including English	✓	
Experience		
Previous relevant administrative experience	✓	
Skills		
Highly competent in standard Microsoft software packages, e.g., Word, Excel, PowerPoint Outlook and Teams	✓	
Ability to organize and prioritise workloads	✓	
Excellent communication and interpersonal skills	✓	
Ability to deal with a wide range of people at all levels	✓	
Additional requirements		
Visiting the Department's Tennis Court Road site	✓	
Providing operational support to two floor levels of the Department at Addenbrooke's Hospital	✓	

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Department of Pathology

The Department of Pathology has a complement of around 250 staff, including some 45 senior academic staff and around 80 graduate students. Research and teaching activities are administered through four divisions: Cellular and Molecular Pathology, Immunology, Virology, and Microbiology and Parasitology. The Department is located on two sites: Tennis Court Road in the centre of Cambridge and at the Addenbrooke's Hospital complex (the Biomedical Research Centre) some two miles away.

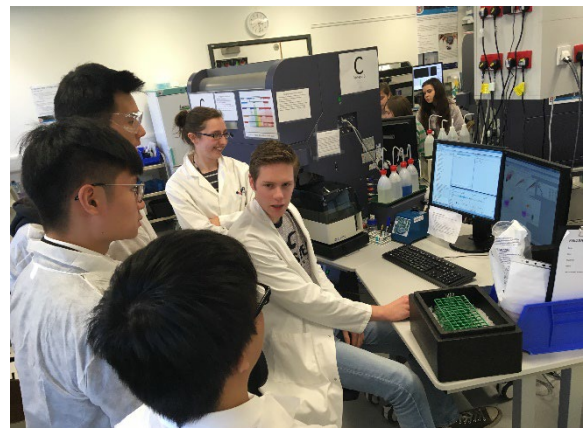
The Department of Pathology has an active wellbeing calendar of events and is supportive of opportunities to engage with colleagues across the Department, School and wider University network.

Research

Major research themes in the Department as a whole include immunology, cancer biology, stem cells, placentation, and pathogenic mechanisms in bacteria, viruses and parasites. There are excellent facilities for research: in particular, the Department is well equipped for microbiological, cell biological, histological, and immunohistochemical methods, including confocal and video microscopy, laser microdissection, flow cytometry, and functional genomics. There is access to excellent atomic force microscopy, proteomic facilities, and well-equipped biological services. The Department has a total research income of ~ £10M yearly, and in the 2014 Research Excellence Framework contributed to Unit of Assessment 1 (Clinical Medicine), which achieved the highest ratings in UK. Further details are found on the [website](#).

Teaching

The Department has teaching duties within the School of Biological Sciences for over 500 undergraduate students of medicine, veterinary and natural science in our Part IB (second) year Biology of Disease course and popular Part II (final) year Pathology course in which we offer specialist options across Immunology, Microbiology & Parasitology, Virology and Cancer and Genetic Diseases. The Department undertakes teaching of Clinical Pathology to medical students in years four to six within the School of Clinical Medicine. The Clinical School prepares over 780 students, including around 100 graduate-entry students, for the final MB examination, in which Clinical Pathology is one of the four major subjects. The Department contributes to a flourishing PhD programme that has around 80 PhD students funded directly from research bodies, the Department itself and from the University's MB PhD programme.



The School of Biological Sciences

The School of the Biological Sciences is one of the six Schools that are responsible for delivering teaching and research and the administration of those activities within the University.

About the School

The School of the Biological Sciences encompasses the Faculty Board of Biology and the Faculty Board of Veterinary Medicine and is represented on the Faculty Board of Clinical Medicine. It has responsibilities across three Triposes (the Natural Sciences Tripos, Medical and Veterinary Sciences Tripos and Psychological and Behavioural Sciences Tripos) and is responsible for graduate education within the Departments and University Partner Institutes that sit within the Faculty of Biology.

The School collaborates closely with the School of Clinical Medicine. At the graduate level the Graduate School of Life Sciences looks strategically at graduate provision and education across the two Schools and at the undergraduate level the Graduate Committee and Medical Education Committee with the Clinical School work closely together.

The School is a key player in the Cambridge Conservation Initiative as well as the majority of Cambridge Strategic Initiatives. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committee (Human Biology, Psychology) can be found on the School's website: www.bio.cam.ac.uk/. Various subcommittees report to the Council, as required. Formal representation on the Council of the School (its most senior decision-making body) is outlined in Chapter 8 of the University's Statutes and Ordinances. Heads of School Institutes, as well as Heads of Departments, are currently co-opted on to the Council, together with representatives of the three Faculty Boards. In addition, the Head of the Botanic Gardens and a representative from the School of Technology attend as observers.

Athena SWAN

The Athena SWAN Charter was launched in June 2005 to recognise and reward commitment to advancing the careers of women working in higher education in science, technology, engineering, mathematics and medicine (STEMM). Although developed to address the lack of female representation in these subjects, the activities that support the Charter will contribute towards a more positive working environment for all.

For more information on the history and principles of the Athena SWAN Charter please visit the Athena SWAN website.

The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006. Since then, the University has successfully renewed its Bronze Athena SWAN award in 2009 and 2012 and in 2014 achieved a Silver Athena SWAN award. Many of the Departments in the School of Biological Sciences hold awards at Bronze or Silver level and the School continues to support the Athena SWAN process across all subjects.

Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis. The appointment will be subject to satisfactory completion of a three-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full-time (36.5 hours per week), working Monday – Friday

Pension

You will automatically be enrolled to become a member of CPS (Cambridge University Assistants' Contributory Pension Scheme) – a defined benefits 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 pro rata, inclusive of public holidays.

For new part-time employees, annual leave will be pro rata'd 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.

Equality and Diversity

We particularly encourage women and /or 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. 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, the HR Coordinator, who is responsible for recruitment to this position. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk



The University

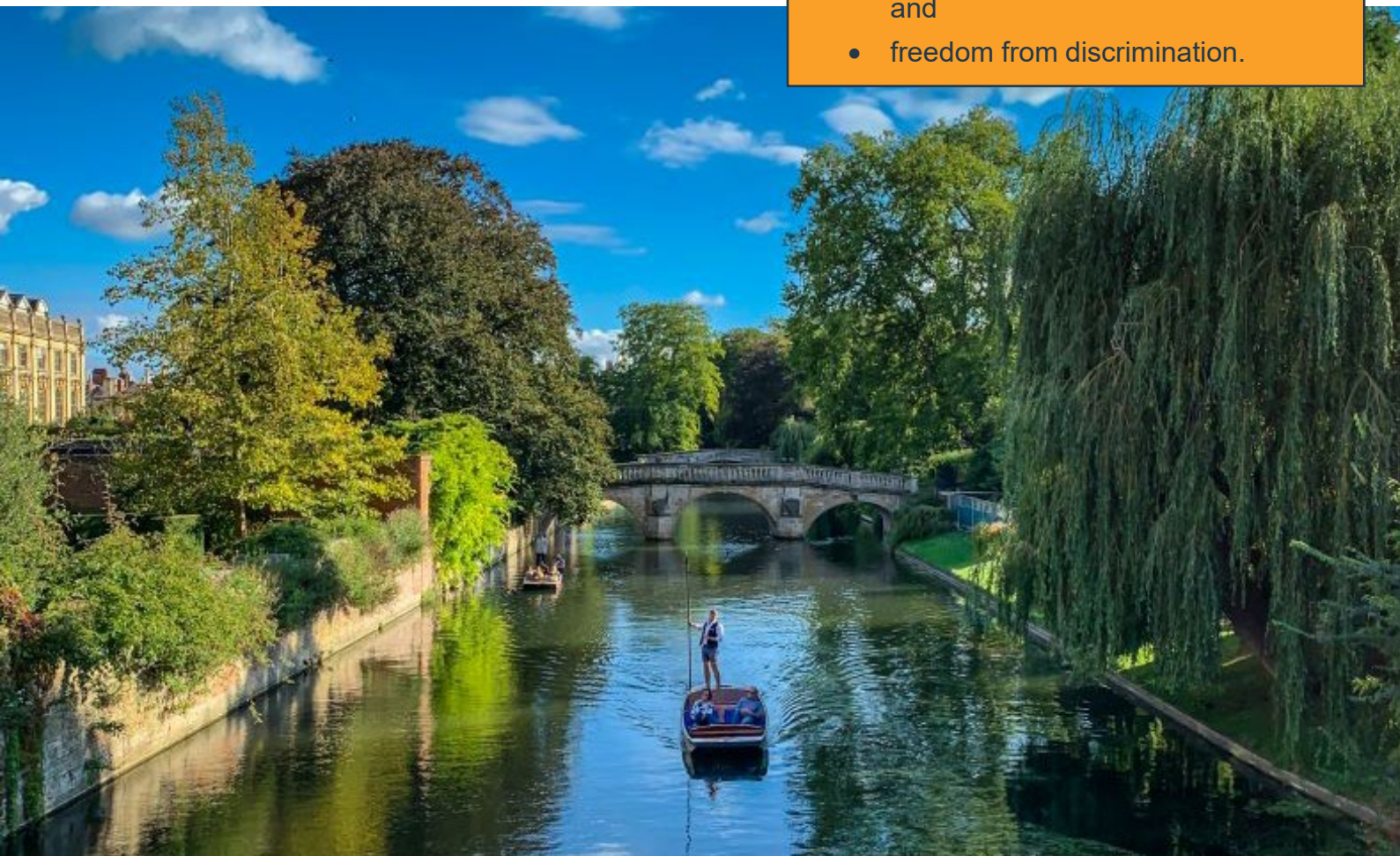
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to a efforts.”

Stephen Toope, Vice Chancellor 2019



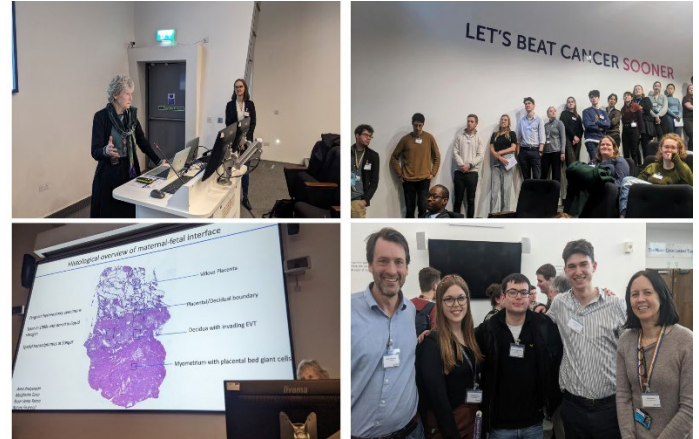
Working at the University

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

The University has a bronze Race Equality Charter aware, 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.

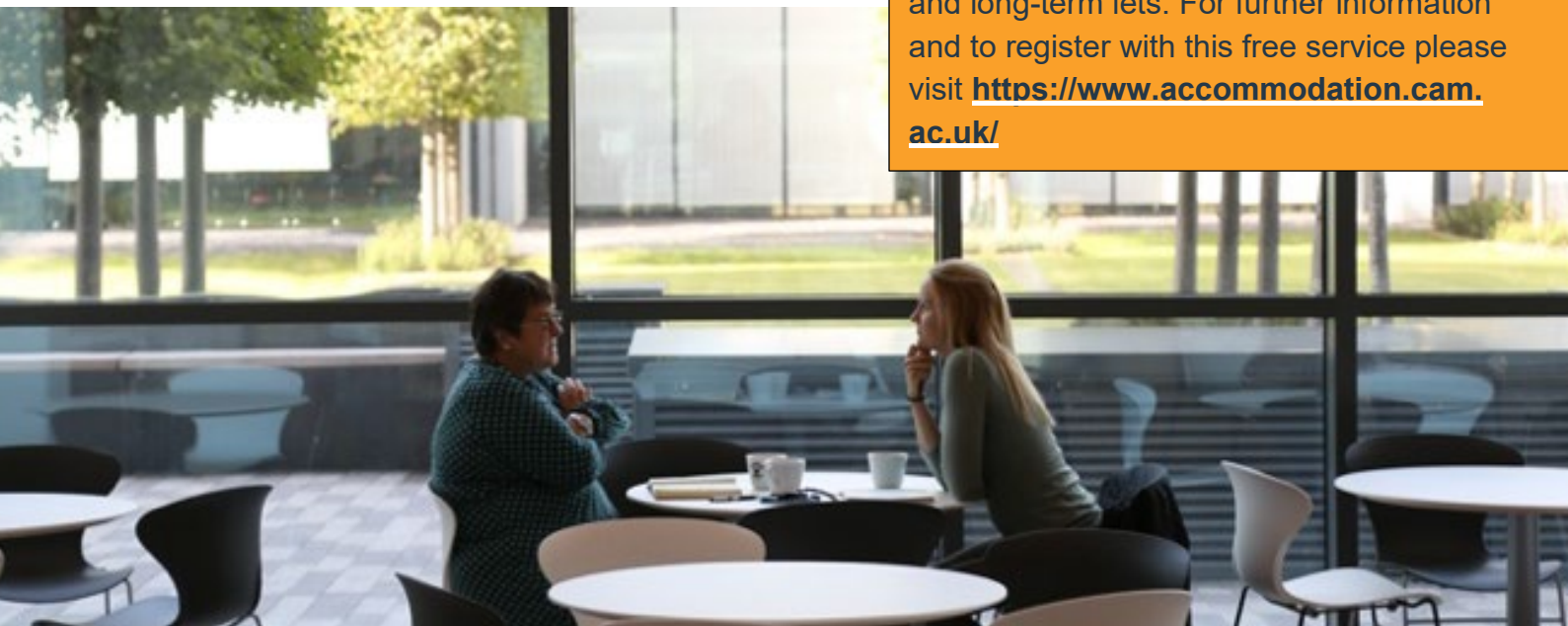
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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 <https://www.accommodation.cam.ac.uk/>. 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/>



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 and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables 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.



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 via My Family Care.

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 here:

<https://www.childcare.admin.cam.ac.uk/>

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.

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. Apprenticeship programmes are also available to support employees 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 by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

For an informal chat, please contact Fiona Craig on (01223) 333693 or fcc21@cam.ac.uk

The closing date for applications is 23:59 on Tuesday 14 May 2024.

