

Graduate Secretary (MPhil Administrator)

Department of History and Philosophy of Science

7 May 2024
Job Reference: JN41294



Graduate Secretary (Administrator in MPhil Health, Medicine and Society)

Salary:

£25,742 - £29,605 (pro rata)

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Department of History and
Philosophy of Science

Responsible to:

Departmental Administrator

Working Pattern:

Part Time (21.9 hours per week)

Purpose of the role

Applications are invited for the post of Graduate Secretary (21.9 hours per week). The role holder will provide general secretarial and administrative support for the MPhil in Health, Medicine and Society, a course taught between the Departments of History and Philosophy of Science, Sociology and Social Anthropology. Based in the Department of History and Philosophy of Science, the role holder will be the main point of contact for all staff and students and will deal with all matters relating to the course, including: applications, administration of coursework and exam data and marks, advising on funding, policies and procedures, and servicing the Management Committee. They will also be responsible for the maintenance of the course website and will help with open days, publicity and student inductions.

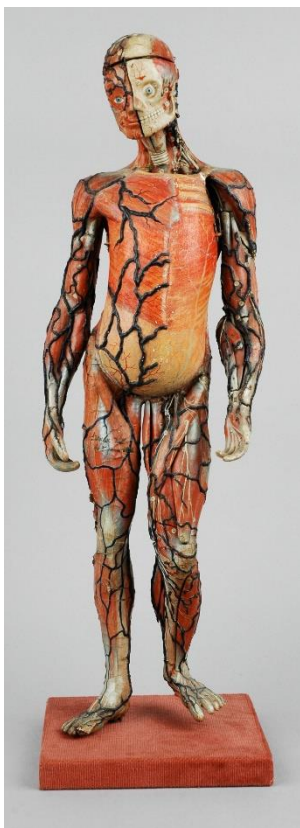
The Course Managers expect to receive around 70 applications per year for this course with an annual intake of 20-25 students. This is a varied role involving daily communication with academic staff, examiners, prospective and current students, so the role holder must have excellent organisational skills and the ability to multi-task and prioritise effectively.

The Graduate Secretary assists the Course Managers with secretarial and administrative duties relating

to the MPhil programme and acts as a key point of contact for general enquiries. They have particular responsibility for administering all aspects of the MPhil course, which involves substantial liaison with the MPhil Course Managers and academic staff of other faculties who contribute to the design, organisation and delivery of the curriculum.

Key responsibilities

1. MPhil Programme Administration (20%): The role holder will assist with the delivery of all administrative processes undertaken in relation to graduate students concerned with the MPhil in Health, Medicine and Society during the annual cycle, ensuring that all activity is undertaken in a timely manner, in accordance with relevant regulations, policies and procedures. Acting as the main point of contact for information during the course and responding to enquiries from current and prospective students, staff and examiners.
2. Admissions (20%): The role holder will assist with the administration of the application processes and correspond with applicants, students and staff as required. Duties include: processing of incoming materials for postgraduate applications, liaising with Student Registry and the Course Managers in three Departments, as well as the Secretary of the HPS Degree Committee and the



relevant Graduate Administrators.

3. Examinations (20%): The role holder is responsible for the administration of assessment processes including: appointing assessors; receiving, collating and distributing essays and MPhil theses for marking; coordinating the moderation/adjudication process with the External Examiner; checking Turnitin reports and word limits and reporting any breaches to the Senior Examiner.

4. Progress and Monitoring (10%): The role holder will assist with monitoring the progress of each student and report to the Degree Committee as required. Duties include: conducting searches on the Cambridge Graduate Supervision Reporting System (CGSRS) to check supervision reports and to submit reports to the Degree Committee and to undertake follow-up action as required.

5. Committees (10%): HMS Management Committee ~10 meetings per year Services the Committee, including: drafting the agenda for each meeting and maintaining the rolling agenda to ensure that committee business is managed effectively and efficiently; compiling and collating papers, advising the Committee on matters of administrative policy and procedure. Execution of a broad range of follow-up action arising from the minutes, in consultation with the Secretary of the Degree Committee and Administrators in each department as required. Meetings of the Exam Board ~3 meetings per academic year Preparing an agenda and papers for each Exam Meetings; attending the meeting and preparing the Minutes for scrutiny by the Senior Examiner; recording and expediting all follow up action arising; ensuring all marks are recorded and reported accurately to the Secretary of the Degree Committee.

6. Secretarial service (5%): The role holder provides secretarial and administrative assistance to the Course Managers, Academic staff teaching and supervising the course, the Secretary of the HPS Degree Committee and Director of Graduate Studies. Tasks include timetabling, module enrolment, dealing with email enquiries, circulating

papers, maintaining paper and electronic filing system, managing email lists.

7. Graduate training programme (5%): ~10 events per year Works in conjunction with Administrators from the 3 departments concerned to co-ordinate the MPhil student training programme. Duties include: advertising events; making room bookings; registering those attending; monitoring and reporting attendance; liaising with academics, custodians and the IT team about equipment requirements; compiling information packs.

8. Information/data management (5%): Creates and maintains accurate student files, in both paper and electronic format as necessary (including local graduate databases and CamSIS), undertake weeding of paper files as appropriate. Maintenance of the HMS course website using the Falcon content management system, updating information on the web pages in consultation with the Course Managers. Be aware of the implications of GDPR on the processing of student and staff data. Create and maintain mailing lists for graduate students to ensure effective communications.

9. General Administration (5%): The post holder undertakes a broad range of general duties including but not limited to the following: Working closely with the Course Managers and Secretary of the HPS Degree Committee to effectively implement administrative policies and procedures and to ensure continuous improvements. Key point of contact for all prospective and current students to answer routine enquiries and provide information and advice. Compile information packs for incoming students and assist with the organisation of induction activities including welcome meetings as required. Contribute to the effective delivery of administrative services supporting graduate education in the School of Humanities and Social Sciences. Participate in School Graduate Administrators Forums. Working as a member of a team and building and maintaining good working relationships with colleagues.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications:		
Educated to A level standard or equivalent professional qualifications with substantial experience	✓	
Specialist Knowledge and Skills:		
Excellent oral and written communication skills	✓	
Excellent organisational skills and ability to prioritise workload and high level of competence in carrying out a range of clerical tasks	✓	
Excellent administrative IT skills and the ability to learn IT systems as appropriate and to use skills to enhance work processes.	✓	
Knowledge of UK Higher Education structures, in particular the Cambridge University/College system. Ability to develop and apply knowledge of University/Faculty policies, regulations and procedures as they relate to graduate administration and to advise accordingly.		✓
Ability to work as part of a team but also independently	✓	
Interpersonal and Communication Skills:		
Ability to build and maintain good working relationships with a wide range of people, including academic and administrative staff at all levels, and to contribute positively to the administration team and wider Department	✓	
Ability to maintain professional behaviour which represents the administration team and the Department in a positive light.	✓	
Well-developed communication skills, both oral and written. Ability to draft correspondence with accuracy and clear expression	✓	
Ability to listen actively, to take notes and understand instructions accurately	✓	
Capacity for independent working and using initiative (including problem solving), as well as the ability to contribute as an active member of the team.	✓	
High degree of accuracy and excellent attention to detail	✓	
Relevant Experience:		
Normally at least two years' work experience in a secretarial or administrative position, preferably in a higher education institution and in the area of graduate administration.	✓	
Experience of successfully implementing and contributing to the development of administrative systems and processes.	✓	
Additional requirements: A flexible attitude	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	D
Communication	C
Innovation and Change	D
Negotiating and Influencing	D
People Development	D
Relationship Building	C
Strategic Focus	D

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.



The Department of History and Philosophy of Science



The Department is one of the largest and most prestigious centres of research and teaching in the world in the field of history and philosophy of science and medicine. The excellence of research carried out in the Department has been recognised by consistently high ratings in UK national research assessment exercises (REF). The Department also houses the Whipple Museum, a world-class collection of scientific instruments established through a generous gift from R. S. Whipple to the University in 1944. Whipple also gifted his large collection of rare scientific books, creating the Whipple Library which now functions as the Departmental Library and provides the basis for our research and teaching. The Department is located in the centre of Cambridge.

It currently has 15 established University Teaching Officers. It has extensive links with other Departments and Faculties in the University in a range of subjects in the physical and biological sciences, the humanities and the social and sciences, and medicine and engineering.

Currently the core of the Department's undergraduate teaching is offered as part of the Natural Sciences Tripos in the second, third and fourth years; the third year is a full-time specialist course (also open to medical students); the fourth year leads to the degree of MSci. Total undergraduate numbers are well over 100 in a typical year. The Department also participates in the teaching of other undergraduate degrees, including Philosophy, History, Psychological and

Behavioural Sciences (PBS), and Human, Social, and Political Sciences (HSPS). Since 2021

the Department has also offered a new major for third-year students in the Biological and Biomedical Sciences (BBS).

The Department offers two 9-month master's degree programmes (MPhil in History and Philosophy of Science and Medicine, and MPhil in Health, Medicine and Society), with a total of approximately 50 students per year. As any one time the Department also has approximately 50 PhD students. We also have a number of postdoctoral scholars, affiliated members and visiting scholars attached to the Department, so that the total number of persons engaged in postgraduate and postdoctoral research at any given time is around 200. The weekly Departmental Seminar series and many other seminars, workshops and reading groups are an important part of our research activities. In short, the Department is a hotbed of intellectual activity.

The Department currently holds several large research grants, including:

- Making Climate History (Leverhulme Trust Award)
- From Collection to Cultivation: Historical Perspectives on Crop Diversity and Food Security (Wellcome Trust Investigator Award)
- The Many Births of the Test-Tube Baby (Leverhulme Trust Major Research Fellowship)



The Whipple Library and Whipple Museum

The Whipple Library

The Whipple Library is the University's specialist library for History and Philosophy of Science. It exists primarily to support the teaching and research activities of the Department. The collections are broad and include material on a range of interdisciplinary topics.

<https://www.whipplelib.hps.cam.ac.uk/>

The Whipple Museum

The Museum's holdings are particularly strong in material dating from the 17th to the 19th centuries, especially objects produced by English instrument makers, although the collection contains objects dating from the medieval period to the present day.

Instruments of astronomy, navigation, surveying, drawing and calculating are well represented, as are sundials, mathematical instruments and early electrical apparatus.

<https://www.whipplemuseum.cam.ac.uk/>



The School of Humanities and Social Sciences

The School of Humanities and Social Sciences is, in terms of student numbers, the largest of the six Schools in the University and is currently comprised of:

[Faculty of Economics](#)

[Faculty of Education](#)

[Faculty of History](#)

[Faculty of Human, Social and Political Science](#), which is made up of:

[Department of Archaeology](#) including the McDonald Institute for Archaeological Research

[Department of Social Anthropology](#) including the Museum of Archaeology and Anthropology and the Mongolian and Inner Asia Studies Unit

[Department of Sociology](#)

[Department of Politics and International Studies](#),

incorporating: [Centre of African Studies](#)

[Centre of Development Studies](#)

[Centre of Latin American](#)

[Studies](#)

[Centre of South Asian Studies](#)

[Centre for Gender Studies](#)

[Faculty of Law](#), including the Institute of Criminology and the Lauterpacht Centre for International Law

[Department of History and Philosophy of Science](#), including the Whipple Museum of the History of Science

[Department of Land Economy](#)

The School covers a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to ethnography and the analysis of the material culture and thought of past societies. The geographical range is equally broad, with Centres of African, Latin American and



South Asian Studies, and specialists within each Department or Faculty. Each institution has its own well-developed research profile. The School is participating in university-wide Strategic Research Initiatives such as public health, global food security, energy and conservation which bring the insights of social sciences to bear on some of the major issues facing the world today. Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an increasingly important role in understanding the social, political and economic contexts.

<https://www.cshss.cam.ac.uk/>

Terms of Appointment

Tenure and probation

The appointments 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 21.9 hours per week, working Monday – Friday, working days by agreement.

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 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.

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 HPS Jobs (jobs@hps.cam.ac.uk), who are responsible for recruitment to this position.

The University

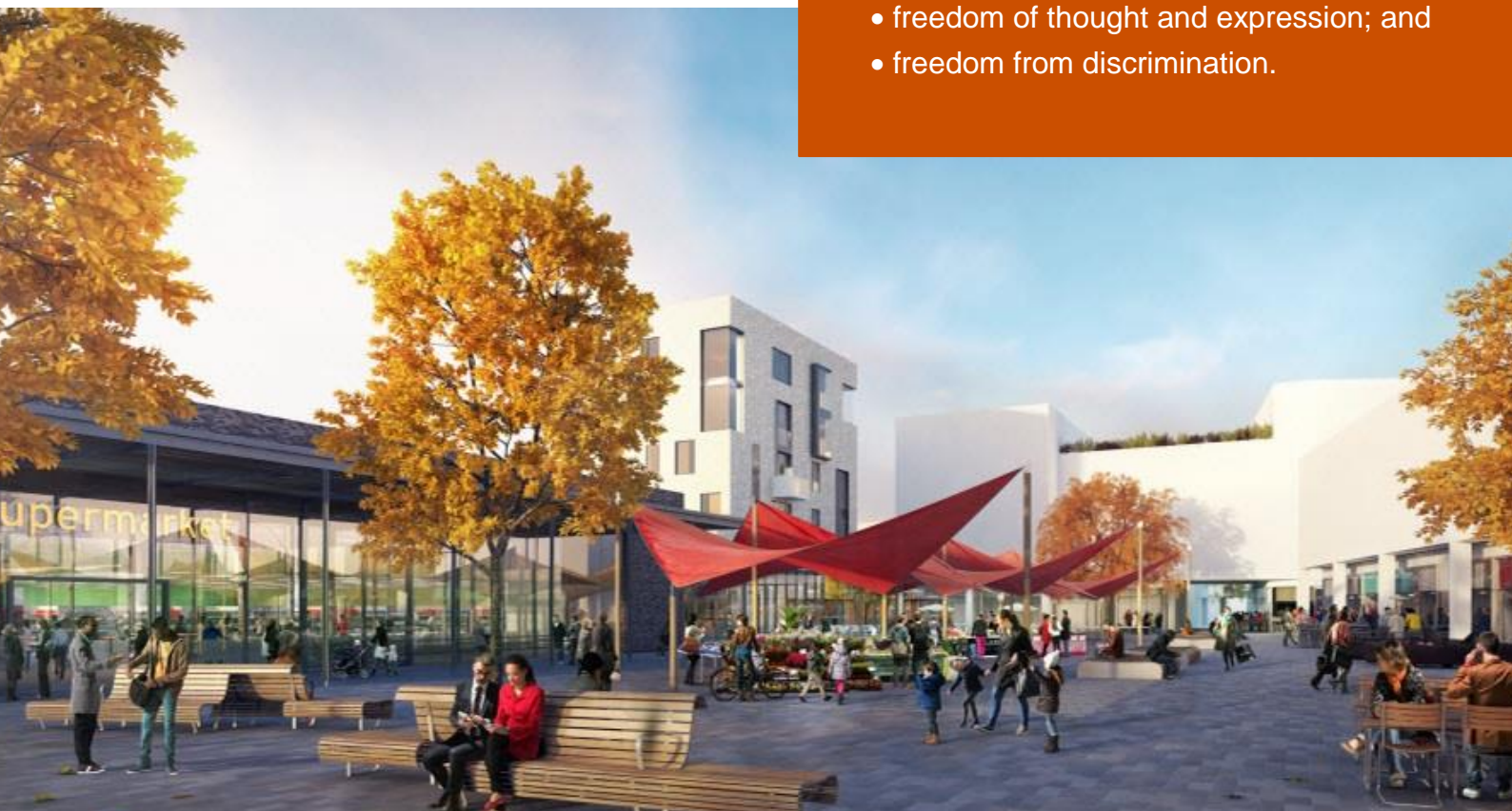
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates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

Our sustained pursuit of academic excellence is built on a long history of world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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 their 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 23,000 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 science and technology campus to the west of the city centre, and is 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 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/>

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

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/>



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.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



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 paid emergency leave for parents and carers.

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



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.

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:
HPS Jobs Team

Email: jobs@hps.cam.ac.uk

If you have any queries regarding the application process, please contact the HPS Jobs Team above.

The closing date for applications is: Tuesday 7th May 2024

The interview date for the role is: Friday 17th May 2024