

Deputy Faculty Manager

Academic Division

Assigned to the Faculty of History

Closing Date: Monday 13th May 2024

Job Reference: AK41344



Deputy Faculty Manager

Salary:

£33,966—£44,263

Contract:

Permanent

Location:

Cambridge

Department:

Faculty of History
Academic Division

Responsible to:

Assistant Registry

Working pattern:

Full-time

The Deputy Faculty Manager role is based in the University's Unified Administrative Service (UAS) and is an Administrative Officer assigned to the Faculty of History, which sits within the School of the Humanities and Social Sciences. Two Deputy Faculty Managers support the Faculty of History; this role specializes in postgraduate education acting as line manager to the team supporting postgraduate students and to the Schools Liaison Coordinator.

Role overview:

The role is pivotal to the Faculty of History and the work of its senior management team. It provides advice and support to the Faculty's Officers and committees on matters relating to postgraduate policy, strategy and planning.

The role holder:

- Has overall responsibility for the administrative processes relating to postgraduate education.
- Supports the work of the Faculty's committees and coordinates internal and external communications in areas relating to their remit.
- Supports strategic planning and decision-making through the provision of advice, information and the delivery of projects as required.
- Provides leadership and line manages the postgraduate administrative support team and the Schools Liaison Coordinator.
- Supports the Faculty's growth and development, for example, delivering reviews or leading, managing, and implementing change.
- Will provide high-level administrative support, in particular to the Faculty's Chair, Director of Postgraduate Studies and Assistant Registry through a mixture of on-going responsibilities and project work. They will make a key contribution to the administration and strategic direction of the Faculty, helping to shape and put into practice policies relating to effective resource management; interpreting and explaining guidance; gathering and analysing information; developing local policies and procedures; and problem-solving.
- Will develop a good understanding of the University's administrative and governance structures, and will be familiar with the roles and activities of other Divisions in the Unified Administrative service (HR, Research Operations, Health and Safety, Finance, Estates) since all Divisions may impact on the work of the Faculty.



Deputy Faculty Manager

Main Duties and Responsibilities

1) Teaching and learning

The role holder is responsible for the administrative processes underpinning the Faculty's postgraduate admissions, funding, teaching, examining and research activities. This involves providing advice to academic staff and postgraduate students on all matters relating to postgraduate education; leading on complex student cases; taking responsibility for the administration of the annual postgraduate funding round; supporting the Faculty's postgraduate committees and any ad hoc working parties; participating in recruitment activities; drafting amendments to regulations; offering procedural guidance; overseeing the production of course documentation; and monitoring both course evaluations and student feedback. They will take administrative responsibility for the annual postgraduate funding round.

The role holder will act as Disability Liaison Officer for postgraduate students. They will line manage the Faculty's postgraduate team and Schools Liaison Coordinator, which will include allocating work, monitoring performance and progress, formal staff reviews including probation, process optimization, all facets of appointments cycles, resolving issues or minor grievances, and authorizing leave. It is anticipated that they will be responsible for developing new systems, initiating change and identifying areas for improvement.

2) Policy, strategy and committee administration

The role holder acts as committee secretary (to, for example, the Joint MPhil Committee, funding and ranking committees, the Equalities, Diversity and Inclusion Committee and other ad hoc committees/working groups) and ensures that appropriate support is in place for other groups (examples include the Degree Committee and MPhil Sub-Committees). They contribute to the development and implementation of postgraduate-related strategy and planning, drafting summaries and position papers, advising on complex matters and facilitating the ebb and flow of committee business. Periodically, they may be required to assist with the Faculty's responses to University or national QA exercises.

The role holder performs a vital role in information management including responsibility for Faculty GDPR compliance within their area.

3) Resources

The role holder, in tandem with staff based in the Accounts Office, is responsible for overseeing and monitoring the budgets allocated to postgraduate and outreach activities.

4) Support for the Chair of the Faculty and Faculty Officers

The role holder attends meetings of Faculty officers and provides proactive administrative support and advice. They research, collate and analyse information, drafting documentation in order to brief the Chair of Faculty, Faculty committees, support processes or in response to School and University requests and initiatives.

Deputy Faculty Manager

Main Duties and Responsibilities

5) Support for the Assistant Registry

The role holder will be expected to deputise at times for the Assistant Registry. This could include the supervision of professional services staff, authorising expenditure and participating in Faculty, School and University-level meetings

6) Strategy and projects

The role holder may be required to lead or support fixed-term projects or programmes of change.

7) External relations, publications and communications

The role holder is an important point of contact between the Faculty and the wider School and University communities. They maintain an awareness of University policy, procedure and developments through attending meetings, reading meeting papers, and both formal and informal contacts within the Academic Division and the wider University. They ensure all stakeholders remain informed about Faculty and University matters in relation to teaching and learning.



Person specification

	Essential	Desirable
Experience		
Substantial experience in a senior administrative role	✓	
Experience in overseeing teaching and student administration	✓	
Knowledge of Higher Education Environment (an appreciation of teaching & research, including funding matters)		✓
Experience of managing change		✓
Experience of managing and supervising staff	✓	
Skills		
Excellent people management and interpersonal skills (well developed diplomacy; moderating; influencing skills)	✓	
Excellent analytical, problem solving and planning skills	✓	
The ability to work flexibly and to effectively manage parallel work streams and competing deadlines	✓	
Excellent organisational and IT skills with the ability to prioritise effectively own workload and that of others	✓	
The ability to think independently and to take initiative	✓	
Excellent written and oral communications skills with an ability to communicate at all levels (staff, students and other stakeholders), across a wide variety of formats; ability to summarise, synthesise and present information effectively; ability to develop ideas and to form convincing arguments; ability to present the work of the Faculty effectively to external bodies and the general public	✓	
Qualifications		
Qualifications to at least first degree level	✓	

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.

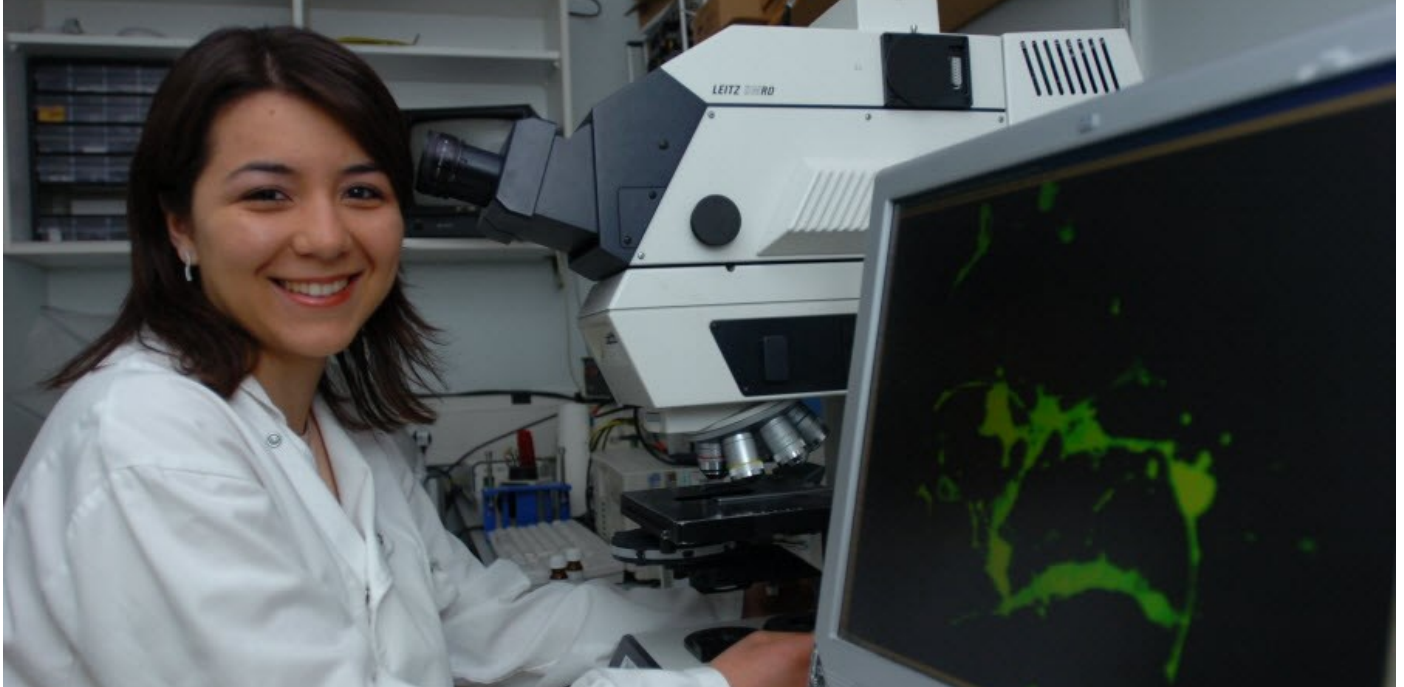
Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	B
Strategic Focus	C

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 Faculty of History



About the Faculty

The History Faculty's 100 academic staff (teaching officers employed by either the University or the Colleges) constitute one of the largest and best history departments in the world. In the 2014 Research Excellence Framework (REF) the Faculty submitted the work of 115 historians. 44% of their publications were judged 4* ('world leading') and 37% as 3* ('internationally excellent'). Times Higher Education ranked Cambridge History third in the world and first in the UK in the TES World University Rankings 2021 - a measure of both quality and depth. The Faculty was ranked first in subject in the Guardian 2020 guide and the Complete University Guide 2021.

Some 600 undergraduates study a single Honours degree in History ('Tripos'), or joint Honours degrees in either History & Politics or History & Modern Languages. Over 100 MPhil students each year take one of the Faculty's eight MPhil programmes, and there are around 300 PhD students.

James Stirling's History Faculty Building (1968) is 'listed' as architecturally significant; the Seeley Library has over 70,000 volumes. The University Library, a few hundred metres away, is a copyright and lending library; and the library system provides access to an ever-expanding range of electronic resources. The Faculty has more than thirty specialist research seminars. The Faculty is divided into eight Subject Groups: American; Ancient and Medieval; Economic and Social; Early Modern; Modern British and Irish; Modern European; Political Thought and Intellectual History; and World. All staff members belong to one or more Subject Groups.

The School Humanities and Social Sciences

The School of the Humanities & Social Sciences is a diverse community of academics, students and staff from across all of our related subjects. Cambridge's reputation for excellence rests upon our outstanding teaching and our world-class research. The Institutions of the School support scholars who are leading authorities in their fields, and are home to innovative and collaborative research projects which continue to push the boundaries of our knowledge and refine how we think and see the world.



About the School

The six Schools of the University are administrative groupings of related subjects. The Council of each School acts as a coordinating organisation for the group, managing and prioritising requests from Faculties and Departments for consideration by the General Board.

The following institutions are within the scope of the Council of the School of the Humanities and Social Sciences:

- Faculty of Economics
- Faculty of Education
- Faculty of History
- Faculty of Law
- Department of Archaeology
- Department of History & Philosophy of Science.
- Department of Land Economy
- Department of Politics and International Studies.
- Department of Social Anthropology
- Department of Sociology
- The Institute of Criminology

The School's total annual expenditure from grants, fees, research grants and contracts and other sources is about £65m. The institutions in the School employ about 1000 staff (academic, assistant and contract). The School has more than 5,000 students, undergraduates and post-graduates, over a quarter of the University's total student population. The post holder will be an integral member of the School Office team.

The Council of the School is chaired by the Head of School, fulfilled by an appointment of a senior academic and supported by a Deputy Head with an education portfolio. The School Office is currently based at 17 Mill Lane, in central Cambridge



The Academic Division

Unified Administrative Service
The University's central Unified Administrative Service (UAS) works in partnership with Schools, Faculties and Departments, providing core professional and administrative services in support of Cambridge's academic and charitable mission. It also offers a range of expertise and skills that help support the development and implementation of policy across a number of functional areas.

The UAS is led by the Registry as the University's Principal Administrative Officer and consists of the following divisions:

- Academic Division
- Estate Management Division
- Finance Division
- Health, Safety, and Regulated Facilities Division
- Human Resources Division
- Governance and Compliance Division

Administrative staff within a number of these divisions, especially the Academic Division and Finance Division, are often physically located in Schools, Faculties and Departments, and are fully involved in their day-to-day operation.

Academic Division

The post is within the Academic Division of the UAS. The Division is responsible for supporting the General Board of the Faculties and for the academic administration of the University, including maintaining the excellence of its teaching and research. The Division is headed by the Academic Secretary and consists at present of some 300 staff, responsible for admissions, examinations, student services, education policy and quality assurance, International matters, research administration and School, Faculty and Departmental administration.

Further details about the Division can be found at: [http:// www.academic.admin.cam.ac.uk](http://www.academic.admin.cam.ac.uk)

Athena Swan

The School values diversity and was an early adopter of the Athena SWAN charter, designed to advance the careers of women in the sciences. Most of the Departments in the School hold Athena SWAN awards at Bronze or Silver level.



Terms of appointment

Tenure and probation

Appointments are to the retiring age for established academic-related positions. The appointment will be subject to satisfactory completion of a nine month probationary period.

Hours of Work and Working Pattern

The appointment is full time, working Monday—Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take annual paid leave of 41 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.

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 Lauren Taylor, HR Coordinator for the Academic Division, who is responsible for recruitment to this position.

The University

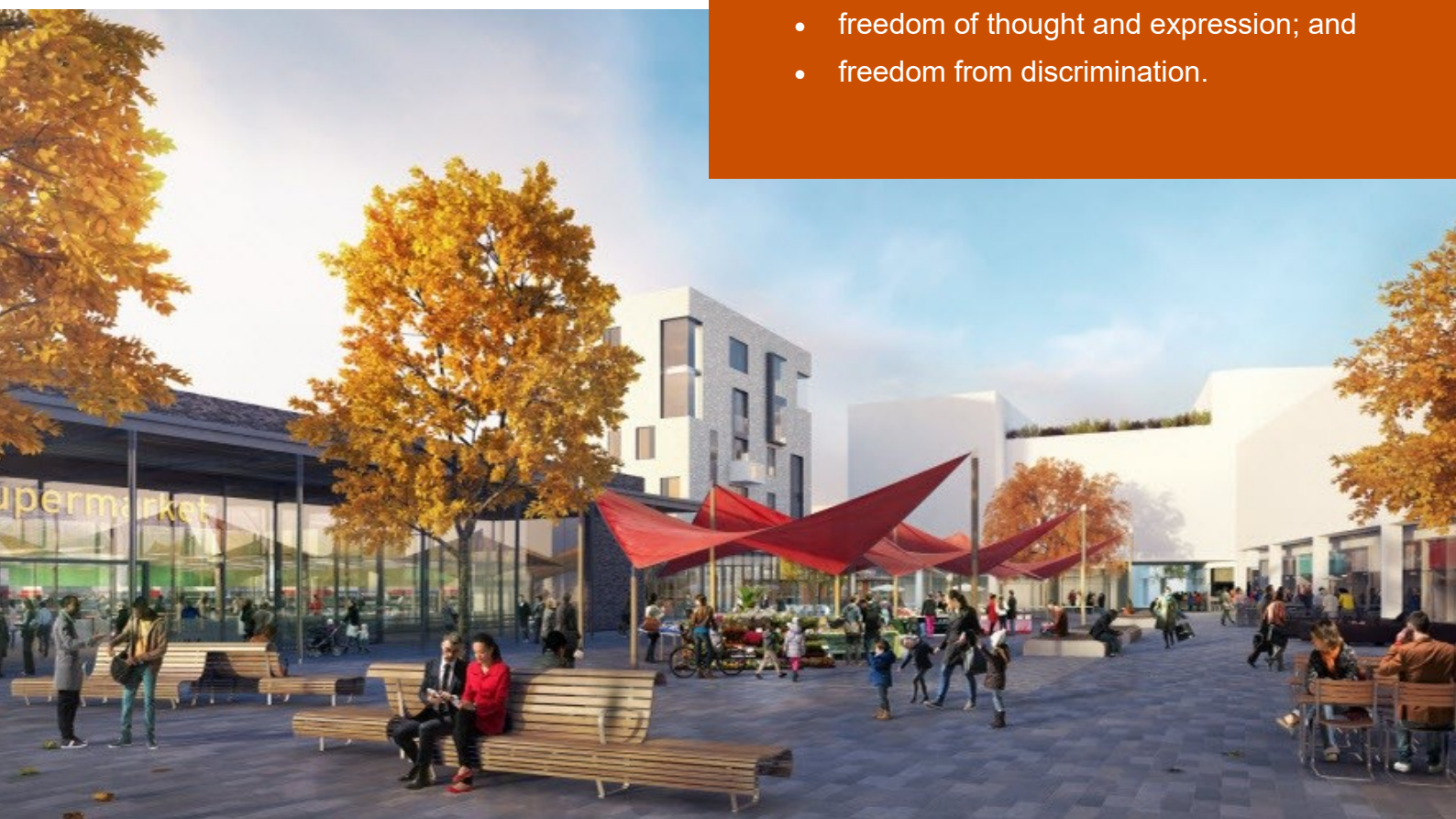
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates 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 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 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. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

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:

Dr Elizabeth Haresnape.

Email: eh273@cam.ac.uk

If you have any queries regarding the application process please contact Lauren Taylor, HR Coordinator at:

Email: Lauren.Taylor@admin.cam.ac.uk

The closing date for applications is: Monday 13th May 2024

The interview date for the role is: TBC