

Building Services Manager

Victor Phillip Dahdaleh Heart & Lung Research
Institute, Department of Medicine

Closing date: 8th May 2024
Job Reference: RC41343



Building Services Manager

Salary:

£33,966 - £44,263 per annum

Contract:

Permanent

Location:

Cambridge

Department:

Medicine

Responsible to:

Operations Manager

Working Pattern:

Full Time

Purpose of the role

As our Building Services Manager, you'll have the opportunity to make a meaningful impact on global health while advancing your career with access to training and development opportunities. Apply now to join our dynamic team and be part of ground-breaking research that changes lives.

The role will be expected to lead from the front, make decisions confidently and support and motivate the building and laboratory teams. The Building Services Manager has wide ranging responsibilities, including overseeing support services; line managing the front facing reception and business administration team and responsibility for ensuring that health and safety standards are adhered to and met to the highest level. This will involve building key relationships with the Universities Estates team and Department of Safety. Your responsibilities include managing maintenance schedules, coordinating repairs and renovations and implementing energy efficiency initiatives to optimize building performance. Additionally, you will be responsible for budget management, procurement of services and supplies, and compliance with relevant regulations and standards.

Key responsibilities

- Manage the day-to-day operations of all building services within the VPD Heart and Lung Research Institute.
- Carry out and supervise water hygiene.
- Oversee maintenance staff and external contractors.
- Develop and implement preventative maintenance programs to minimize downtime and extend the lifespan of building systems.
- Supervise a team of skilled technicians and contractors, providing guidance, training, and performance feedback.
- Ensure compliance with all relevant safety regulations and university policies.
- Stay current with industry trends and best practices, incorporating innovations to enhance efficiency and sustainability.
- Serve as a point of contact for stakeholders, addressing concerns and communicating updates as needed.



- Manage cleaning service contracts.
- Work with the University security office to ensure appropriate security arrangements.
- Undertake general facilities management.
- Provide buildings technical services and explain routes to specialist contractors.
- Liaise with staff on all planned maintenance.
- Organise and maintain comprehensive building records and manuals.
- Coordinate maintenance and repair activities, ensuring timely response to work orders and service requests.
- Draft and implement business continuity plans.
- Contribute to emergency team meetings and advise the response team regarding emergencies directly relating to the departmental building(s).
- Conduct regular inspections to identify potential issues and address them proactively.
- Undertake general facilities management.
- Inspect building(s) and facilities, arrange maintenance.
- Keep staff informed of any health and safety matters.
- Induct all new staff and students on health & safety and general operational matters.
- Assess risks associated with occupancy and usage of storage space.
- Prepare office space for new occupants in conjunction with administrators.
- Responsibility for PAT testing and safety of contractors.
- Carry out risk assessments in conjunction with the departmental safety officer and other appropriate personnel.
- Oversee the issue of permits to work, for all maintenance work; (electrical, hot works and general maintenance) in accordance with regulations.
- Manage budgets and resources effectively, optimizing spending while maintaining high standards of service delivery.
- Source suppliers and new equipment.
- Process invoices and delivery notes.

Person Specification

Criteria	Essential	Desirable
Education		
HNC/HND or equivalent level of practical experience		x
Specialist knowledge & skills		
Highly organised, with meticulous record keeping skills	x	
Good IT skills	x	
Ability to build professional relationships with contractors, Estate Management and similar roles in other departments	x	
Working knowledge of health & safety and fire safety legislation	x	
Demonstrate advanced knowledge of Building/Facilities Management	x	
Good diagnostics and problem solving skills	x	
Interpersonal & communication skills		
A collaborative attitude, with effective communication skills	x	
Able to work independently but enjoys being part of a team	x	
Excellent oral presentation and written skills		x
Proven and significant experience of contract negotiation		x
Proven skills in working independently	x	
Relevant experience		
Experience of building or lab management	x	
Experience of managing staff	x	
Experience of managing projects	x	
Experience of supervising building/maintenance contractors	x	

Effective communication skills both verbal and written, with the ability to interact with diverse stakeholders	x	
Excellent leadership and interpersonal skills, with the ability to motivate and inspire a team	x	
Strong technical knowledge of building systems and maintenance practices	x	
Experience of working in a research laboratory environment, with a broad knowledge of chemical, biological and/or radiological substances	x	
Experience of supervising building/maintenance contractors	x	
Additional requirements		
Ability to prioritise own workload and meet deadlines	x	
Motivated with a strong desire for learning and self-development	x	
The role holder will be required to hold on-call duty (compensated) on a rotational basis and be able to report to the site within 30mins for out-of-hours emergencies	x	

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.

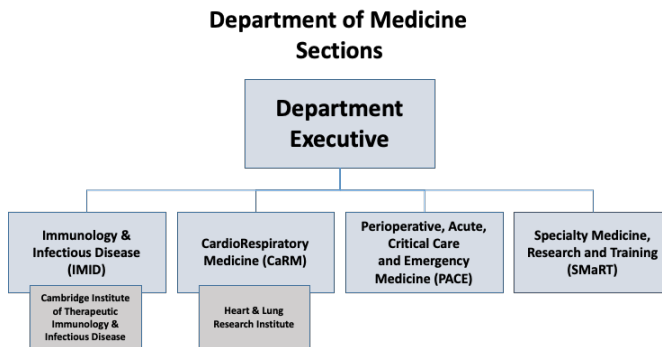
Your primary objective will be to lead a team and create a safe, comfortable and efficient environment for staff.

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

Department of Medicine

The Department of Medicine provides high quality research, teaching and patient care. We are the largest department within the University's School of Clinical Medicine, and currently house over 70 research groups and over 600 staff and students.

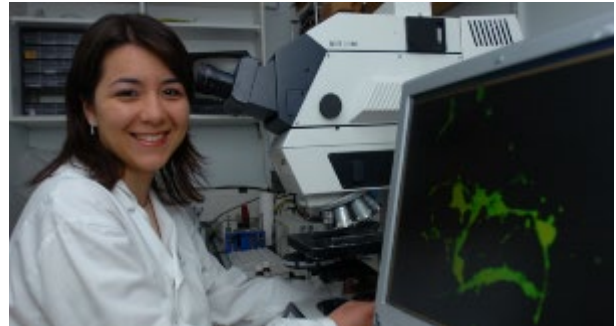
Research is the major focus of the Department, extending from basic biomedical research through to disease mechanisms and clinical translation. Our work is intimately linked to other scientists throughout the Cambridge Biomedical Campus, the UK, and the wider international community. To support this work the Department holds research grants totaling in excess of £195m, with an annual expenditure of over £40m. Research is divided into four sections: Perioperative, Acute, Critical Care and Emergency Medicine (PACE), CardioRespiratory Medicine (CaRM), Immunology and Infectious Disease (IMID), and Specialty Medicine, Research and Training (SMaRT).



There is a major focus on interaction with industry, with the longstanding presence of the GSK Cambridge Clinical Unit, and the recent arrival of the Global Research and Corporate Headquarters of AstraZeneca playing an important role in this.

In addition to occupying five floors of Addenbrooke's Hospital, members of the Department are also located in the MRC Laboratory of Molecular Biology, the Addenbrooke's Centre for Clinical Investigation

the Cambridge Institute of Therapeutic Immunology and Infectious Disease (CITIID) and, from 2022, the new Heart and Lung Research Institute (HLRI). Members of the Department also have research groups in the Cambridge Institute of Medical Research, CRUK Cambridge Institute and the Institute of Metabolic Sciences.



The Department is closely linked to Addenbrooke's Hospital, a major University Teaching Hospital with over 1,000 beds and a comprehensive range of regional services for the whole of the East of England. The Department also has links to the recently relocated Royal Papworth Hospital which is a national leader in organ transplant. Members of the Department play a major role in contributing to patient care at both hospitals, with direct input into 18 different medical speciality areas.

In addition to their research interests, two-thirds of Principal Investigators are also clinically active, and a number of NHS employees with active research interests are also hosted within the Department, where they hold Associate PI status. The Department is also heavily involved in clinical student education and runs successful MPhil and PhD programmes.

The Department of Medicine makes a major contribution to clinical service delivery and education as part of Cambridge University Health Partners, and this integration is critical to its focus on improving healthcare throughout the UK and abroad.

www.med.cam.ac.uk

Victor Phillip Dahdaleh Heart & Lung Research Institute

Opening in 2022, the Victor Phillip Dahdaleh Heart & Lung Research Institute (VPD-HLRI) is a new collaboration between the University of Cambridge and Royal Papworth Hospital that brings together population health, laboratory and clinical scientists from across the University and the NHS with the aim of improving cardiovascular and lung health across the world.

The VPD-HLRI hosts research staff from five different University departments and the NHS (Royal Papworth Hospital and Cambridge University Hospitals NHS Foundation Trusts), and currently holds >£250 million in active research funding. In addition to wet and dry laboratory research space, we also house an NIHR-accredited Clinical Research Facility with the ability to support experimental medicine, early- and late- phase clinical trials. The VPD-HLRI also hosts other important research infrastructure including the UK Cystic Fibrosis Innovation Hub, the Wolfson Lung Injury Unit, a BHF Centre of Research Excellence, the Cambridge Baker Systems Genomic Initiative, and the Cardiovascular Epidemiology Unit.

Cardiovascular and lung disease impact every age group in every country, regardless of socioeconomic status. The WHO reported that more than 27 million deaths were caused by cardiovascular and lung disease in 2019. There is every reason to suspect that the COVID pandemic has further increased this mortality burden, and that climate change, air pollution, and other factors will continue to do so. In addition to deaths, many millions of people suffer daily with the consequences of poor cardiovascular and lung health.



Our approach to the challenge of improving cardiovascular and lung health is grounded in our values. We are a patient-centred, collaborative, data-driven, and delivery-focussed community who are committed to equity, diversity, and inclusivity in both our research and our researchers. Understanding complex issues, such as cardiovascular and lung health, from multiple viewpoints increases the likelihood that the preventive strategies, diagnostics, and therapeutic solutions we develop will be effective and have global impact.

The VPD-HLRI has the capacity and capability to understand cardiovascular and lung health at all scales, from molecules, to patients, to entire populations.

For more information, please see:

www.hlri.cam.ac.uk

School of Clinical Medicine

Doing great work in a great place to work

About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.

The Cambridge Cluster

The Cambridge Phenomenon, Silicon Fen, the Cambridge Cluster – these are all names used to describe the remarkable concentration of high-tech businesses situated around Cambridge, and that focus on software, electronics and biotechnology. Starting in the 1960s with the launch of Cambridge Consultants, formed to '*put the brains of Cambridge University at the disposal of industry*', the Cambridge Phenomenon has seen an explosion of globally significant companies and innovations across biosciences, medicine and technology, leading to Cambridge being Europe's largest technology cluster. Smartphones, CERN, DNA sequencing and home pregnancy testing kits all contain innovations that have arisen via the Cambridge Phenomenon.

In 2019-2020 the Cambridge Cluster included 26,000+ companies with a combined turnover of £48 billion that together employed nearly 239,000 people. The city publishes 341 patents per 100,000 residents – more than the next four cities in the UK combined.

A major part of the success of the Cambridge Phenomenon, the life sciences sector employs around 21,000 staff, and includes more than 600 companies with a combined turnover of £7 billion. 138 new companies were formed in this sector in 2019-2020 alone. The strength of this sector is apparent when considering the effects of the global COVID-19 pandemic and lockdowns; employment growth still rose by 2.3%, despite the unprecedented challenges brought about by COVID-19.

Many of these life sciences companies have links to the Cambridge Biomedical Campus (CBC). As the largest biomedical campus in Europe, the CBC locates world-leading academics on the same site as the teaching hospitals of the University of Cambridge, enabling the rapid and effective translation of

research into science. The CBC is the home for more than 20,000 researchers, clinicians and healthcare professionals. This includes 10,000 staff in the Cambridge University Hospitals Foundation Trust which includes Addenbrooke's Hospital and The Rosie Maternity Hospital. The recently opened Royal Papworth Hospital is also based on campus.

Other companies are based in the 30+ science and technology parks that are located in and around Cambridge. These include the renowned Babraham Research Campus, the Wellcome Sanger Institute, and the Wellcome Genome Campus. AstraZeneca has its global R&D headquarters in Cambridge and multinational healthcare companies including Amgen, Biogen, Illumina, Gilead Sciences, GSK, Otsuka, and NAPP also have a presence in Cambridge, as do Google, Amazon and Microsoft.

Key research areas for the Cambridge Biomedical Campus are in:

1. Cellular, molecular and structural biology
2. Genomics
3. Data Science
4. Stem cells and regenerative medicine
5. Public health, primary care and applied
6. health research
7. Education and training

Recent successes have included the lead role of Cambridge in COG-UK, a consortium of universities, NHS organisations, the UK's four public health agencies and the Wellcome Sanger Institute. COG-UK is a £20 million endeavour that has pioneered the use of large-scale, rapid whole genome sequencing of SARS-CoV-2, with over 480,000 virus genomes now sequenced. This work has been vital in understanding virus transmission and evolution, and for informing public health responses and vaccine development during the COVID-19 pandemic.

Terms of Appointment

Tenure and probation

The appointments will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a probationary period which will be set dependent on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday. Your times of work will be notified to you by your institution.

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

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

General information Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be

required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

We particularly encourage 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 Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via:

cshrstaffhub@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 their efforts.”

Stephen Toope, Vice Chancellor 2019



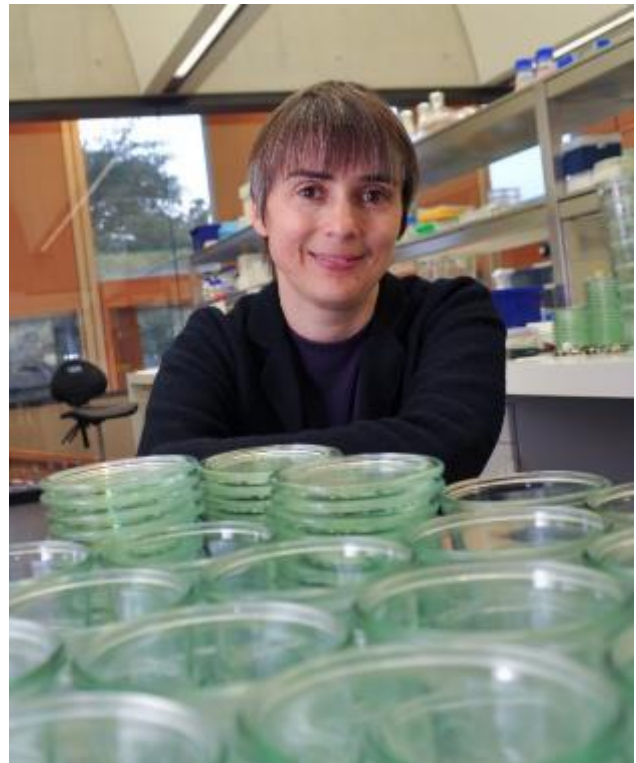
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 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.



Clinical School Benefits

Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

These include:

Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.

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:
Ruth Berriman rb2091@cam.ac.uk

If you have any queries regarding the application process please contact cshrstaffhub@admin.cam.ac.uk

