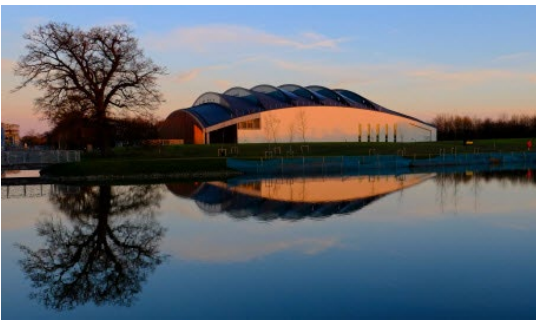


PA / Project Coordinator

Academy for the Mathematical Sciences, located at
Isaac Newton Institute for Mathematical Sciences

Closing Date: 12 May 2024
Job Reference: LN41369



PA/Project Coordinator

Salary:

£29,605- £33,966

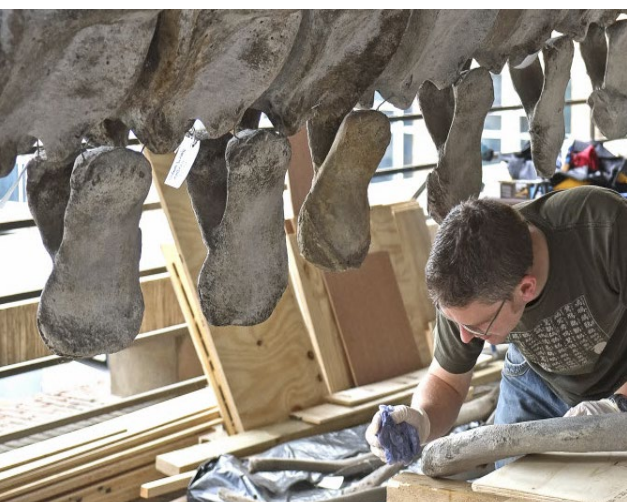
Contract:Fixed Term until 31 October 2025
in the first instance**Location:**20 Clarkson Road, Cambridge,
CB3 0EH**Faculty / Department:**Isaac Newton Institute for
Mathematical Sciences**Responsible to:**Executive Director, Academy for
the Mathematical Sciences**Working Pattern:**Full time, Monday to Friday (36.5
hours)**Purpose of the role**

To co-ordinate the efficient running of the Academy for the Mathematical Sciences in its proto-Academy phase on behalf of the Executive Director in order to ensure smooth running of the project.

Key responsibilities

Provide administrative and PA support to the Executive Director. Diary management, manage daily incoming information, circulate and respond to information, make travel arrangements, handle expenses claims. Organise meetings and project events (e.g. book venues, arrange catering), prepare agendas and papers, take minutes, circulate and follow up any action points.

- Open, read and act on mail and e-mails received. Prioritise action to be taken, reply without intervention when able, draft responses and organise papers for signature. Draw attention to matters that require urgent action and prepare the groundwork ready for response; liaise with appropriate staff for action in the event of the managers absence. Read agendas for meetings, ensure all relevant documents and files are available, maintain filing system, including confidential files, committee papers and records to enable easy access and retrieval of documents.
- Co-ordinate and oversee administration of the project. Prepare project outlines and plans, monitor and report on project milestones, resources required, deadlines and deliverables. Create and maintain project database and website, maintain and update project records, distribute documents relating to the project, liaise with stakeholders as required.
- Co-ordinate and support project related activities and events. Assist with production of reports by gathering and analysis of data as required by stakeholders. Be the main point of contact with stakeholders and liaise with them as required.
- Carry out project financial administration. Monitor expenditure against budgets using the university financial system, process expenses claims, process invoices, raise purchase orders, manage purchasing



requisitions in accordance with University financial procedures and financial regulations.

- Undertake publicity activities linked to the project. Maintain and update the project website, publicise events and activities of the project, organise project events, seminars, disseminate information using appropriate media.
- Organise project events such as conferences, workshops, training sessions. Make all necessary arrangements including book rooms, coordinate travel arrangements where necessary, catering, deal with expenses claims.
- Establish and maintain communications with colleagues and representatives at different partner institutions to facilitate close working relationships including, assist in the communication of new initiatives to partners and stakeholders as required.
- Provide HR related administration. Place adverts, acknowledge applications, request references, arrange interview dates, liaise with department administrative officer on new appointments, induct new staff and allocate facilities e.g. phone, computer, desk etc.

Additional Information

- **Working Conditions** Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.
- **Physical requirements** Requires normal physical effort associated with an office environment (or equivalent).
- **Sensory requirements** Uses normal office equipment and/ or standard tools.

Person Specification

Criteria	Essential	Desirable
Experience		
Experience in an administrative role including PA/secretarial responsibilities	✓	
Management and co-ordination of projects and events	✓	
Skills		
Experienced user of Microsoft Office e.g. Word, Excel, Outlook, Powerpoint	✓	
Excellent planning & organisational skills	✓	
Good time management and ability to prioritise a diverse and changing workload.	✓	
Excellent interpersonal & communication skills	✓	
Demonstrate factual & theoretical knowledge of Project Administration/Coordination	✓	
Experience of creating and editing website pages in e.g. Wordpress		✓
Ability to work closely with academics and individuals from government, business and industry.	✓	
Accuracy and attention to detail	✓	
Excellent minute taking skills		✓
Education/Qualifications		
Educated to HND, HNC, level 4/5 vocational qualification or equivalent level of practical experience.	✓	
Additional Requirements		
Occasional travel and out-of-hours work for events and meetings may be required.		✓

Background: The Academy for the Mathematical Sciences, the “proto-Academy”

The “proto-Academy” and Academy for the Mathematical Sciences

- The creation of a national Academy for the Mathematical Sciences (similar to e.g. the Royal Academy of Engineering) to facilitate links between academia, government and industry and to act as the coordinating focal point for the community was a key recommendation of the 2018 Bond Review, *The Era of Mathematics*.
- The Academy in its “proto-Academy” set-up phase: an Executive Director and Executive Committee of 20 senior members of the mathematical sciences community spanning academia, education, policy and practitioners were appointed in the second half of 2022. A further Advisory Board of 60 individuals has now been appointed. Together they form the membership of 9 active workstreams. The Executive Committee and Advisory Board are both comprised of expert members of the mathematical sciences community working on a voluntary basis. They have been tasked with putting structures and funding in place ready for a launch of the full Academy during or before the first half of 2025. Signification progress has already been made: the Charity Commission has granted the Academy CIO charitable status; a small Policy Unit comprising 2 Policy Analysts was launched in autumn 2023; and we are engaging in detailed conversations with the Department for Science, Innovation and Technology (DSIT) and other potential funders.
- The Executive Director for this proto-Academy period, and the two Policy Analysts, are employed by the Isaac Newton Institute (INI), a department of the University of Cambridge. The same will be true for the members of the PA/Project Coordinator.
- <https://www.acadmathsci.org.uk/>

The Isaac Newton Institute for Mathematical Sciences (INI)



The Isaac Newton Institute for Mathematical Sciences (INI) is a national and international visitor research centre running programmes on selected themes, with applications in a wide range of societal, scientific and technological areas. It attracts over 2000 leading scientists per year, both from the UK and from overseas, to interact on research over extended periods. Researchers are invited personally to participate in the research programmes and/or the workshops which form part of the Institute's activities.

The Scientific Steering Committee (SSC) has representatives from across the mathematical sciences and provides expertise and advice. The Management Committee provides oversight of the management of the Institute including of its operational and financial management.

About the Institute

The Director and part-time Deputy Director are the only academic staff. There is a professional services team of around 25 members of staff who look after all aspects of the operational management of the Institute. This includes programme and event organisation, the visitor programme including accommodation, communications, HR and financial administration. The professional services team report to the Business and Operations Manager and Deputy.

The Newton Gateway to Mathematics is the impact initiative of the INI, acting as a knowledge intermediary for the mathematical sciences. It engages with the users of mathematics – in industry, business, public sector and other scientific disciplines.

The Institute has a dedicated building located on the Centre for Mathematical Sciences site at the University of Cambridge, with access to all the facilities of the University. Further information about the Institute is at www.newton.ac.uk.

School of the Physical Sciences

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Sciences, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The school's aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science, and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and humanities. In pursuit of these goals, the School coordinates objectives in research, teaching and infrastructure.



About the School

The School of the Physical Sciences comprises the following Departments:

- Applied Mathematics and Theoretical Physics (DAMTP)
- Chemistry
- Earth Sciences
- Geography (including the Scott Polar Research Institute)
- Institute of Astronomy
- Isaac Newton Institute of Mathematical Sciences
- Materials Science and Metallurgy
- Physics (Cavendish Laboratory)
- Pure Mathematics and Mathematical Statistics (DPMMS)

The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources.

The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100m.

Terms of Appointment

Tenure and probation

The appointment will be made on a fixed-term basis until 31 October 2025 in the first instance, due to relying on availability of finite funds for a specific purpose that are not part of the University's general revenues.

Appointment 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 36.5 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro 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 <https://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff>.

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 Deputy Business and Operations Manager, 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 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 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 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



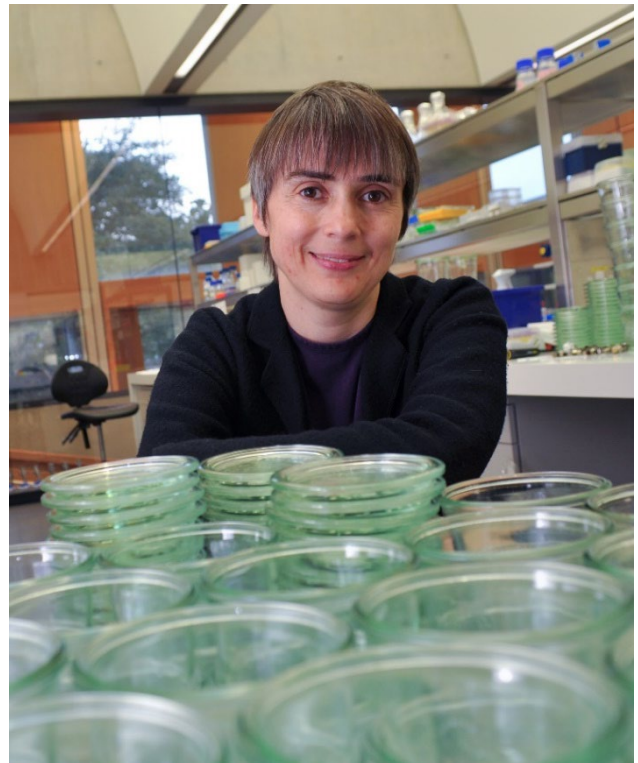
Working at the University

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 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/>. 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:
Dr Christie Marr (Executive Director, Academy for the Mathematical Sciences)

Email: cmm78@cam.ac.uk

Enquiries about the application process may be directed to
pasupport@newton.ac.uk.

Closing date for applications: 12 May 2024

Interviews will be held in week commencing 20 May 2024
(subject to confirmation).