

Faculty Manager (Assistant Registrary) Temporary Cover

Faculty of Music (Arts and Humanities)

Closing Date: Tuesday 7th May 2024

Job Reference: AK41407



Faculty Manager (Assistant Registry)

Salary:

£45,585–£57,696

Contract:

Fixed Term (Temporary Cover). This post is fixed-term until 28 February 2025 or until the return of the post holder, whichever is the sooner.

Location:

Central Cambridge

Faculty:

Faculty of Music

Responsible to:

Secretary of the School of Arts and Humanities

Purpose of the role

The purpose of the role of Faculty Manager is to manage the administration and operations of the Faculty of Music and to support the School of Arts and Humanities in achieving its strategic aims and objectives in relation to governance, policy and business operations in support of teaching and research. You will manage the administrative support of the Faculty whilst helping to shape and put into practice policies and processes that underpin its activities, as well as leading on School-wide developments through the management of projects or functional areas. The postholder advises the Faculty Chair and the Head of School on overall strategy and support them, and other senior staff, in the planning and implementation of new developments to support teaching and research.

Key responsibilities

1. Assist the Chair with the ongoing strategic development and management of the Faculty. Work closely with them and other senior staff in developing and delivering strategic initiatives to support the Faculty and its administration, teaching and research. This will include:
 - a. Oversee and develop delivery of the business, administration and services of the Faculty, with regular review, striving for continuous improvement. Ensure that there are appropriate systems in place to meet the Faculty's operational requirements whilst continuing to contribute to the School's strategy for integrated and sustainable services/ operations.
 - b. Reviewing and developing administrative policies and procedures across the institution; preparing reports and leading discussions as a member of the senior management team; providing input into Institutional strategy; liaising regularly with the Secretary of School and others to coordinate development of the Faculty's strategy.
 - c. Liaise with internal and external stakeholders, including the Centre for Music Performance, to progress the strategic objectives of the Faculty in relation to Music Performance.



Faculty Manager (Assistant Registry)

Key responsibilities continued...

2. Ensure the effective management of financial resources and business planning processes, working closely with the Faculty's finance staff, the School Finance Manager and others as appropriate. This will include preparing financial projections and forecasts based on the Institution's strategic plan, regularly reviewing and managing budgets, preparing estimates and overseeing the funding and purchase of equipment and consumables.
3. Work closely with senior Faculty academic staff to ensure the delivery of learning and teaching is managed effectively and efficiently, ensuring resources are in place to deliver programmes at both undergraduate and postgraduate level. This will include:
 - a. Maintaining an overview of administration in respect of: teaching and learning; academic quality; examinations and student progression. Evaluating procedures and recommending changes in practise where appropriate;
 - b. Overseeing institutional arrangements in respect of academic quality as required by the University, including annual quality updates and periodic Teaching and Learning Reviews.
4. Ensure the effective and efficient management and monitoring of research grants and external income, working closely with academic and research staff, the School's research grants staff, the Research Operations Office and CUDAR. Including:
 - a. Assist the relevant local Committees in strategic planning and development of research and fundraising activity and helping support activity in support of the Research Excellence Framework and other exercises.
5. Ensure the effective management, development and recruitment of staff to meet the operational needs of the Institution. This will include:
 - a. Manage the professional services team consisting of the department secretaries, postgraduate administrators, IT officers, accounts clerk, faculty manager's assistant, custodian and receptionist. Provide support and guidance and offer professional development, as appropriate.
 - b. Be responsible for all matters relating to staffing in the Institution, including providing advice and support to the Head of Institution and others in relation to HR matters.
6. Ensure the effective and efficient governance of the Institution and the effective running of the Institution's Committees. Including:
 - a. Be an active member of/act as Secretary to Faculty, School and University Committees as required. This will include Faculty Board, Appointments Committees and Steering or Working Groups across all areas of the Faculty's business. This may include drafting papers, providing analysis and summary information and contributing to discussions and decisions, as well as overseeing the coordination of paperwork for distribution to Committee members and taking minutes.

Faculty Manager (Assistant Registrar)

Key responsibilities continued...

7. Ensure the effective management, maintenance and optimal utilisation of the building(s), facilities and equipment, including space allocation, security and health and safety. Work closely with the Head of Institution, the Institution's facilities team, the University's Estates Management and other central services as appropriate. This will include:

- a. Ensure a safe and secure working environment, including communication and implementation of policies and measures as required;
- b. Work with relevant central services in relation to current and future management and development plans for the site, ensure that the departmental premises are appropriately maintained and managed.

8. Oversee the Faculty's communications and external affairs including: the content, design, preparation and updating of materials such as electronic management systems; websites, intranet, brochures and events information. This will include:

- a. Support and promote fundraising efforts and attend appropriate meetings to communicate and receive feedback on the development of the Faculty's strategic initiatives;

9. Manage Faculty and School-wide project and ensure delivery of outcomes in line with project plans. This may include producing project plans, identifying options for delivery, analysis of costs, making recommendations and providing information and advice to appropriate bodies, coordinating the work of all

parties, overseeing allocation and use of resources and resolving issues as appropriate.

10. Manage change associated with projects, including:

- a. Work in collaboration to obtain buy-in from key stakeholders;
- b. Ensure that all those involved or impacted, directly or indirectly, understand the rationale for the change, their role in it and the anticipated benefits;
- c. Develop positive relationships and communication lines between stakeholders.

11. Lead the Concert Hall team in the development of the premises to meet both artistic and commercial demands and to improve the facilities and level of service offered to all users.

Person specification

	Essential		Desirable
Education			
Educated to at least first degree level or with equivalent experience.	✓		
Specialist knowledge and skills			
Ability to handle and prioritise a complex operational and project portfolio in a challenging and changing environment.	✓		
To be effective in contributing to strategic thinking and in undertaking key operational tasks.	✓		
Excellent organisational and project management skills.	✓		
Excellent Microsoft Office skills.	✓		
Ability to assess what work needs to be done and the manner in which it is carried out, and an innovative approach to problem solving.	✓		
Ability to use IT to support effective administration.	✓		
Interpersonal and communication skills			
Excellent oral communication skills, including strong negotiation and influencing skills and the ability to liaise confidently with staff at all levels.	✓		
Excellent interpersonal skills and judgment.	✓		
Excellent written communication skills including the ability to summarise complex problems and suggested solutions in a concise yet persuasive manner and to range of stakeholders.	✓		
Relevant Experience			
Experience in a management role supervising staff.	✓		
Experience of strategic planning, service delivery, project, financial and resource management, ideally including experience in commercial activity.	✓		
Proven and demonstrable ability to lead teams.	✓		
Experience of Higher Education administration and dealing with senior academic and administrative staff.			✓
Experience of servicing high-level committees and producing accurate documentation.			✓
Experience of working in the arts/humanities/social sciences.			✓

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.

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

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 Music

Cambridge's Faculty of Music is a world-leading centre for teaching and research. It is part of the School of Arts and Humanities. The Faculty is home to 14 academic staff, 5 postdoctoral researchers, 20 affiliated lecturers and 18 professional services staff who work with around 200 undergraduates and 65 postgraduate students.

The Faculty includes specialists in Western music from the early medieval period to the twentieth century, sound studies, opera, history of technology, popular music, ethnomusicology, performance studies, composition, and scientific approaches to music.

Cambridge abounds in research resources, from the architectural sites that fostered musical performance pre-1600 in the Colleges, to key practitioners. Our Director of Performance is a world-leading authority in Early Music performance, and several Directors of Music have performing and recording careers in this area. The University Library, Fitzwilliam and Colleges are rich in primary sources and in librarians with early music expertise, and one of the largest collections of microfilms of Early Music in Europe is held in the Pendlebury Library, attached to the Faculty. The Faculty has a large collection of historical instruments and contributes to an exceptional performance scene within the city.



The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students.

The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

Terms of appointment

Tenure and probation

The appointment will be made on a fixed term basis until 28 February 2025 or the return of the post holder, whichever is sooner. 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 position 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

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.

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 Lauren Taylor, HR Coordinator at Lauren.Taylor@admin.cam.ac.uk, as the person responsible for recruitment to this position.

The University

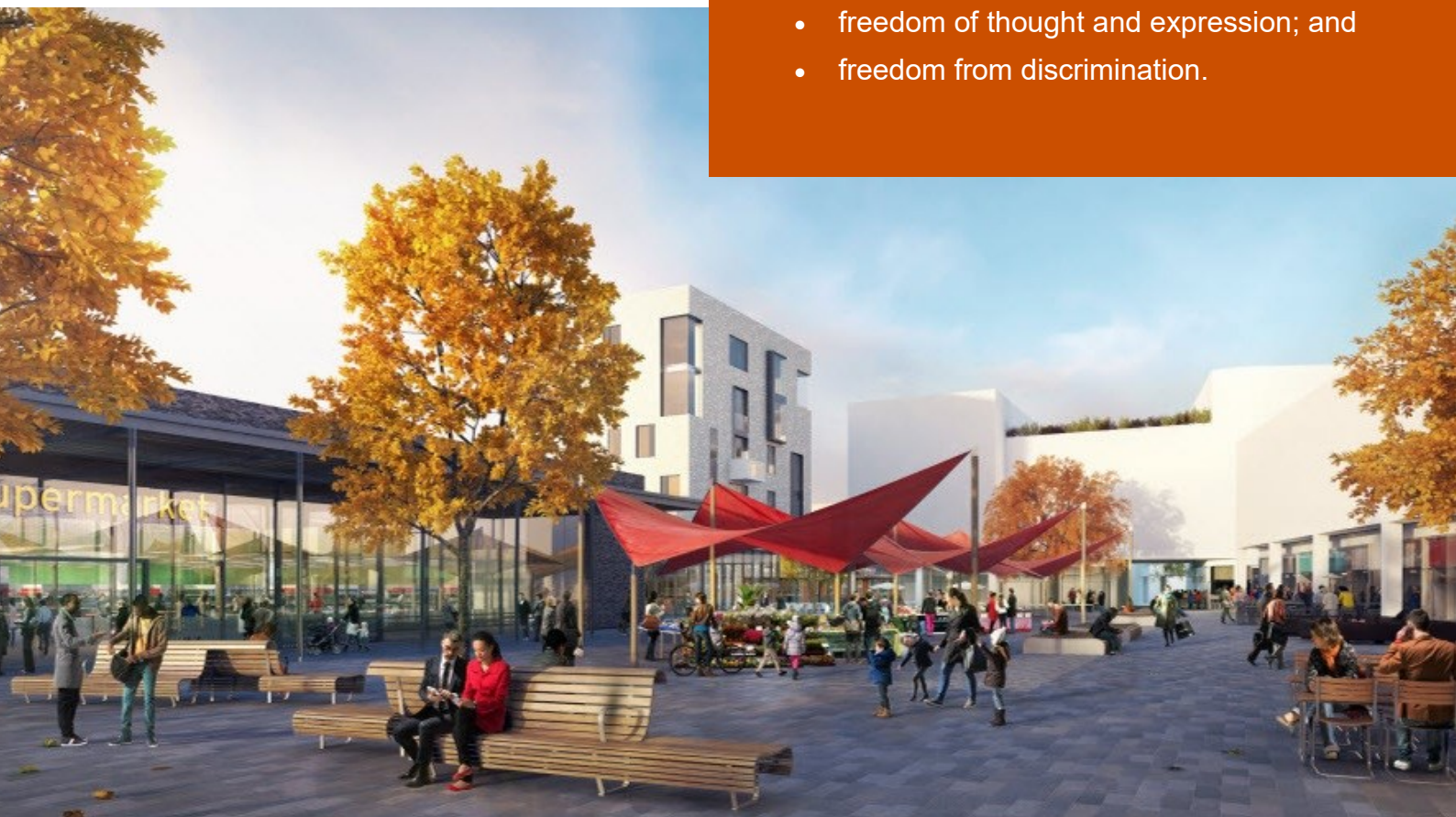
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates 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 Ben Warn, Secretary of the School of Arts and Humanities at:

Email : Ben.Warn@admin.cam.ac.uk

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

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

The closing date for applications is midnight (GMT) on **Tuesday 7th May 2024**.

Interviews Date is to be confirmed.