

Job title	Chief Secretary (Centre Administrator at the Centre of Latin American Studies) (Part Time)
Grade	5
Salary range	£29,605 – £33,966 (pro rata)
Staff Group	Assistant Staff
Department / Institution	Department of Politics and International Studies Centre of Latin American Studies

Role-specific information

Role Summary

This is a part-time administrative role based in the Department of Politics and International Studies (POLIS), to be situated in the Centre of Latin American Studies (CLAS). The role holder will fill a critical role, providing support to the Centre Director, the Centre's other staff and its Management Committee, as well as coordinating all administrative procedures. The role holder will have overall responsibility for the day-to-day running of the Centre, including line management of the Events and Communications Coordinator.

The Centre promotes teaching and research on Latin America within the University, offering an MPhil by thesis, an MPhil in Latin American Studies with an annual target of 18 students, and a PhD in Latin American Studies with an annual intake of approximately 4 students. This role has oversight of all three programmes and is responsible for ensuring sufficient administrative support from admissions through to final award. The role holder will act as secretary for various committees and demonstrate robust skills in tracking expenditure pertaining to the operations of the Centre and the activities of its academic staff.

The Centre also hosts a prestigious visiting professorship (the Simón Bolívar Chair of Latin American Studies) and various visiting scholars and fellows, for which this post will support from recruitment stage. The Centre also organises conferences and weekly open seminars.

Key Responsibilities

Centre Administration	30%
<ul style="list-style-type: none"> • Acts as first point of contact within the Centre, undertaking reception duties and answering the telephone; • Responds to enquiries by email and by phone, drafting responses or passing on to the Director, UTO or other appropriate member of staff; • Deals with the mail, distributing as necessary; • Maintains the Centre database and emailing lists; • Provides the Director or other staff with information, data and analysis to assist with the preparation of reports and decision-making; • Tracks the budget, keeping the Director informed throughout the year of the Centre's financial position, alerting them of potential problems; 	

<ul style="list-style-type: none"> • Works with the Faculty finance manager to provide financial information to the Management Committee; • Maintains the Centre's filing system, to enable easy access and retrieval of documents; • Updates the Centre's website; • Works with the Faculty Finance Manager, managing the Bolivar Trust Fund and other grants from time to time, as required. 	
MPhil in Latin American Studies/MPhil in Latin American Studies by Thesis	30%
<ul style="list-style-type: none"> • Liaises with the Department Admissions and Teaching Coordinator; • Prepares the timetable and induction programme; • Corresponds with students, supervisors and the Course Director; • Liaises with the Student Registry regarding follow-up action and any queries; • Updates Moodle and any other teaching resources; • Liaises with examiners and External Examiner as required; • Receives examination scripts, submitted essays and theses and maintains records as appropriate; • Circulates theses, scripts and essays to examiners; • Prepares material for Examiners' meetings and maintains related records; • Processes examination results, in conjunction with the Student Registry; • Prepares the Course Handbook, in conjunction with the Course Director, to ensure an up-to-date and accurate handbook is available for incoming students; • Arranges payment of fees for lecturers, supervisors, and examiners. 	
PhD Latin American Studies	10%
<ul style="list-style-type: none"> • Coordinates the processing of applications; manages the movement and progress of the application process (maintaining appropriate records and tracking status); ensures the assessment of all applications by the admissions committee; • Corresponds with prospective students where necessary; • Liaises with the Admissions Office in respect to all matters concerning the application process, where appropriate and where required to do so; • Prepares the Course Handbook in conjunction with the Course Director, to ensure an up-to-date and accurate handbook is available for incoming students; • Corresponds with students and supervisors; liaises with the Student Registry regarding follow-up action and queries; • Prepares timetabled activities and induction programme; • Liaises with examiners and students to organise viva examinations; ensures the Postgraduate Education Committee and the Degree Committee have the relevant information in a timely manner; • Processes travel, expenses, and payment claims from the Centre Fund. 	
Organisation of Committees, Meetings and Events	10%
<ul style="list-style-type: none"> • Acts as Secretary to the Latin American Studies Management Committee, drafting the agenda for the Chair in collaboration with the Director, preparing and circulating papers to Committee members, taking and drafting minutes, and undertaking the necessary action points; • Acts as Secretary to the Latin American Studies Postgraduate Education Committee, drafting the agenda for the Chair in collaboration with the Director, preparing and circulating papers to Committee members, taking and drafting minutes, and undertaking the necessary action points; • Acts as Secretary for the recruitment of the Simón Bolívar Visiting Professor and supports them throughout their time in the Centre. 	
Visitors	15%

<ul style="list-style-type: none"> Administers the Centre's visitor programmes, including dealing with requests to visit; acts as a 'point of contact' between academic staff and future Visiting Scholars and Fellows, and produces the requisite information for the Director to inform decision-making; Gives practical advice assistance to visitors prior to their arrival, advises them of space allocation (after consultation with the Director), and ensures the availability of computing and other resources required; deals with orientation into the Centre on arrival, with assistance from the other member of administrative staff. 	
Other Departmental duties <ul style="list-style-type: none"> Fire Warden; responsible for day-to-day safety within the Centre for Latin American Studies; Deputises as required as Secretary to the ARB Administrators' Committee. 	5%

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> Educated to at least A level standard, degree level preferred
Specialist knowledge & skills	<ul style="list-style-type: none"> Well-developed organisational skills with the ability to meet tight deadlines; Ability to work independently and to prioritise in light of a diverse workload; Administrative experience in the HE sector, and ideally of the University of Cambridge; Excellent IT skills; Experience of tracking expenditure Must have the skill and commitment to uphold the Centre of Latin American Studies' standards of excellence both internally and externally; Knowledge of Spanish and/or Portuguese is highly desirable.
Interpersonal & communication skills	<ul style="list-style-type: none"> Must be tactful and have well-developed inter-personal skills Excellent written and verbal communication skills; Must be able to present the work of the Centre of Latin American Studies effectively to external bodies and the general public.
Relevant experience	<ul style="list-style-type: none"> Experience of working on own initiative Experience of working within a fast paced, often pressurised environment Clerking experience Managing a large and varied workload with multiple deadlines Excellent team working skills Excellent organisational skills Demonstrate factual & theoretical knowledge of Course Administration

Terms and Conditions

Location	Centre of Latin American Studies, Alison Richard Building, 7 West Road, Cambridge CB3 9DT
Working pattern	Part-time, 24 hours per week (0.65 FTE)
Hours of work	Hours of work will be agreed with line manager and Centre staff. We are keen to support flexible arrangements that accommodate the personal needs of staff members, subject to the role's requirements.
Length of appointment	Permanent
Probation period	6 months
Annual leave	Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Screening Check Requirements

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. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 17 May 2024. If you have any questions about this vacancy or the application process, please contact Emma King, Departmental Administrator (POLIS) via email: ek564@cam.ac.uk

Interviews will be held shortly after the application process has closed.

General Information

The University of Cambridge

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.

Department of Politics and International Studies

The establishment of the Department of Politics and International Studies (POLIS) in January 2009 provided a new institutional focus at Cambridge for teaching and research on politics in all its dimensions; international and comparative, theoretical and empirical, abstract and practical. POLIS is one of three departments in the Faculty of Human, Social and Political Science, together with the Departments of Sociology, and Archaeology and Anthropology, and is one of nine departments which constitute the School of Humanities and Social Sciences.

There are five Centres within POLIS: Centre of African Studies, Centre of Development Studies, University of Cambridge Centre for Gender Studies, Centre of Latin American Studies and the Centre of South Asian Studies.

The Department offers a wide range of undergraduate and postgraduate programmes. It has particular research strengths in international politics, including international history and international law, foreign and security policy, political economy, comparative politics and political thought. It has four Research Centres, the Centre of Governance and Human Rights, the Centre for Rising Powers, the Centre of International Studies, and the Cambridge Centre for Political Thought, which is run jointly with History. It is also closely linked to the Centre for the Study of the International Relations of the Middle East and North Africa, and a new European Centre @ POLIS was launched in 2014.

Centre of Latin American Studies

The Centre was founded in 1966 to promote research and teaching on Latin America in the University. It is one of the five original "Parry Centres" that were established in Oxford, London, Cambridge, Glasgow and HR7 Further Information, Version 9, 31/10/14

Liverpool following the report of the Parliamentary Committee on Latin American Studies, chaired by Dr J. H. Parry (1962-64). It is governed by a Management Committee, consisting of University academics appointed by the Departments and Faculties of the University. It is linked to other Centres and Institutes of Latin American Studies in the United Kingdom.

In addition to its MPhil and PhD programmes in Latin American Studies, the Centre hosts postdocs, sponsors research projects, organizes conferences, and invites scholars from Latin America and universities around the world to speak at a series of events, including weekly open seminars. It also maintains a library containing over 12,000 volumes and a number of important Latin American journals, together with an important archive of Latin American films.

The Centre's staff and students are involved in research across a wide range of disciplines, including history, sociology, politics, anthropology, economics, development and cultural studies (including literature and the visual arts). The Centre places great value on the maintenance and expansion of its institutional and personal links with the academic community in Latin America. The Simón Bolívar Chair, a visiting professorial fellowship, has been held by a number of distinguished Latin American scholars. Other Visiting Fellows and Scholars are associated with the Centre on a short-term basis and often give seminars and classes.

What the University can offer you

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.

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.

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.