

Postgraduate Administrator

Faculty of English

Closing Date: Sunday 5 May 2024
Job Reference: GG41032



Postgraduate Administrator

Salary:

£28,929-£33,966

Contract:

Permanent

Location:

Central Cambridge

Department:

Faculty of English

Responsible to:

Postgraduate Coordinator

Working pattern:

Full-time

Purpose of the role

Working under the direction of the Postgraduate Coordinator, you will provide administrative and clerical support for the Faculty's MPhil and PhD programmes and the academic officers with responsibility for post-graduate students (the Directors of Postgraduate Studies, for English, ASNC and Cambridge Digital Humanities). You will contribute to support for applications to courses, help to coordinate teaching, student progress and assessment for the MPhil in Digital Humanities and other Faculty MPhil and PhD programmes, and act as a point of contact for the Faculty's postgraduate students.

The position is permanent and full time, hours to be agreed with the successful applicant.

Key Responsibilities:

- Respond to enquiries from current and prospective students regarding (e.g.) the application process, funding and course requirements, progress, examination and University procedures and regulations.
- Process application information and gather additional information where required, liaising with Colleges and relevant University offices. Supporting decision making committees, recording decisions via CAMSIS and other relevant systems and monitoring progress.
- Administer assessment processes in line with institutional procedures, reviewing and developing where necessary. Collect and collate assignments, liaising with markers and assisting with the operational management of assessments, including preparing mark information for examination boards and oversight of exam payments.
- Act as secretary to postgraduate committees, making practical arrangements as well as generating agendas, collating information and other papers, taking minutes and undertaking follow-up actions, providing input/advice on issues related to course/programme administration. Attend relevant meetings outside the Faculty as required.

Postgraduate Administrator

Key responsibilities continued...

- Work closely with academic course/ programme leads to contribute towards the organisation of student induction, postgraduate skills programmes, seminars and other events.
- Develop and maintain office procedures, reviewing processes for effective administration of student records and course information in line with University policy and procedure. Coordinate updates to print and online course documentation as required, including accurate entry and maintenance of decisions and other student record changes in CAMSIS.
- Undertake other duties appropriate to the grade as required by the Faculty Administrator, including (e.g.) additional working group support and information provision.



Person specification

	Essential	Desirable
Education and Qualifications		
Educated to HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience	✓	
Specialist Knowledge and Skills		
Proficient in standard software packages, e.g. Word, Excel, Outlook, and Access (Intermediate to Advanced)	✓	
Excellent interpersonal and oral and written skills required, including the ability to communicate regulations and procedures to students and colleagues	✓	
Demonstrable knowledge of course administration	✓	
Excellent organisational skills	✓	
Relevant Experience		
Administrative experience in a Higher Education environment	✓	

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>

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Communication Level C (Essential)

Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.

Relationship Building Level C (Essential)

Maintains working relationships with existing partners. Works effectively within a team or work group as appropriate.

Achieving Results Level C (Essential)

Solves work-related problems effectively. Provides support and contributes to the performance of the institution. Manages own workload.

Negotiating and Influencing Level D (Essential)

Persuades and influences peers and managers through consideration of their interests, involvement and consultation.

The Faculty of English



The Faculty of English currently has 48 University Teaching Officers (UTOs), all of whom are required to provide undergraduate and postgraduate teaching, undertake and publish research, examine at undergraduate and postgraduate level, and undertake Faculty administration. In addition, 48 College Teaching Officers (CTOs) are members of the Faculty whose teaching obligations are primarily owed to the Colleges which employ them. The Faculty currently has almost 200 postgraduate students and over 650 undergraduates.

There is one formally constituted department in the Faculty, with its own head of department, the Department of Anglo-Saxon, Norse and Celtic. The academic programmes of Cambridge Digital Humanities (CDH), which is a separate Research Centre, is also based in the Faculty of English. The Faculty as a whole is coordinated by the Faculty Board of English which elects a Chair to serve for a set period. The Faculty is located at 9 West Road in a modern building opened in October 2004. The building provides a library, teaching and research facilities and offices for University Teaching Officers; it also provides space for the Departments of Anglo-Saxon, Norse, and Celtic and Theoretical and Applied Linguistics. The Faculty is active in all major areas of English literature, and in English language for literary studies. It is rated as excellent for the quality of its teaching, and of its research by the Quality Assurance Agency and the Higher Education Funding Council for England. It was awarded 4* 34%, 3* 48%, 2* 16%, 1* 2% in the 2014 Research Excellence Framework.

The English Undergraduate course, or Tripos, at Cambridge consists of a two-year Part I, which introduces undergraduates to a wide range of literature in English from 1300 to the present day, and to a variety of literary critical methods; and a one-year (or in some cases two-year) Part II, which offers an extensive choice of options in addition to compulsory papers on Tragedy and Practical Criticism and a compulsory dissertation.

Teaching for both parts of the Tripos is conducted through lectures, classes and 'supervisions' (i.e. tutorials). Supervisions are given by College Teaching Officers and by University Teaching Officers in their role as Fellows of Colleges. The Faculty teaching programme is planned by the Director of Undergraduate Studies, together with the Convenors of each Tripos paper.

At postgraduate level, supervision of doctoral students is undertaken by members of the Faculty in a wide range of fields. Areas of research interests of individual members of the Faculty may be found on the Faculty's website. There are English Masters, or M.Phil, courses in Medieval and Renaissance literature, Romanticism and 18th Century literature, Criticism and Culture, American Literature and Modern and Contemporary Literature. There are also Masters in Anglo-Saxon Norse and Celtic and in Digital Humanities based in CDH.

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
- Cambridge Digital 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 permanent basis. Appointments will be subject to a satisfactory completion of a six month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full time, 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 <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 School's HR Team on sahhr@admin.cam.ac.uk who is responsible for recruitment to this position.

The University

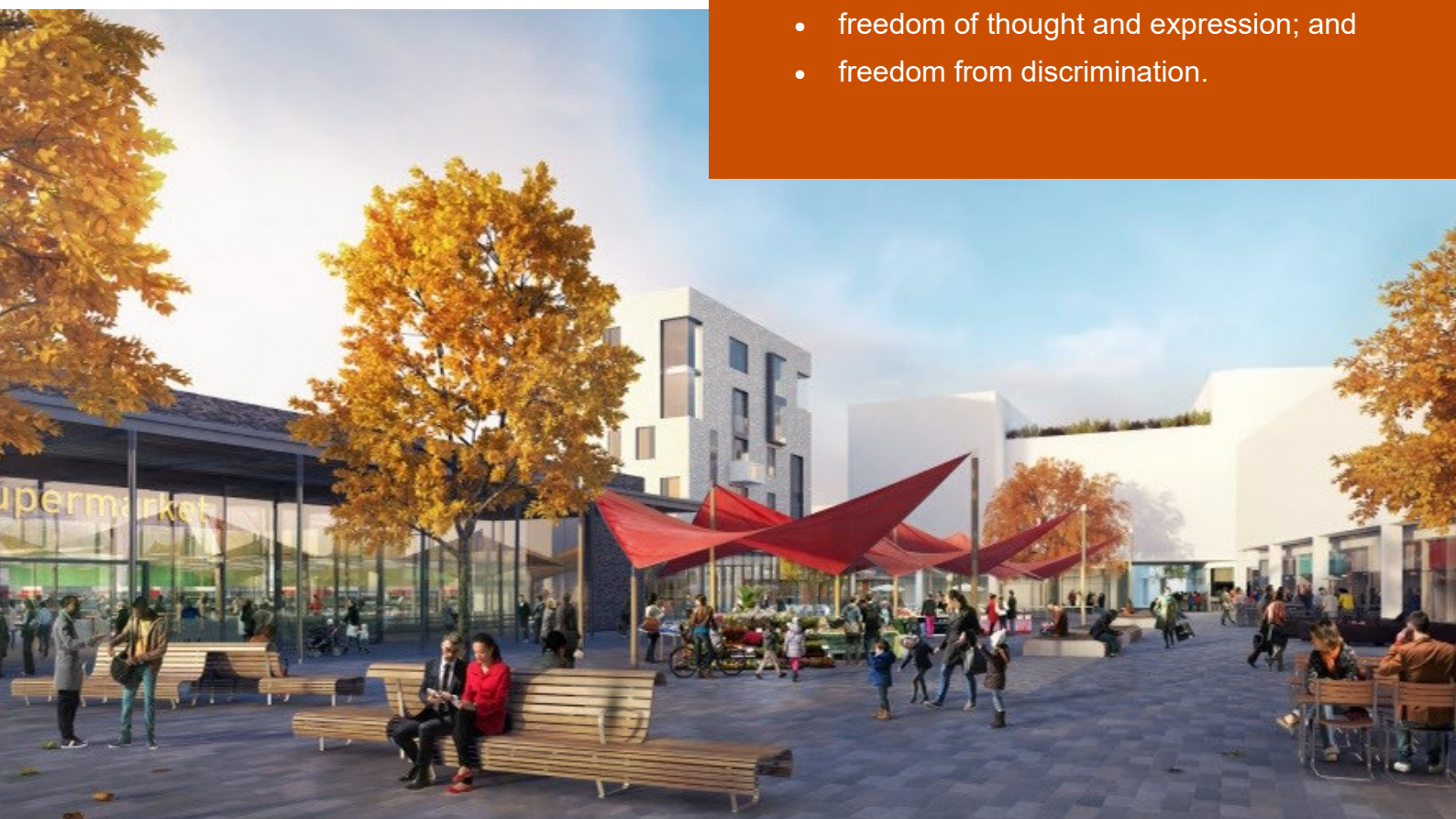
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to Anna Fox, Postgraduate Coordinator on af285@cam.ac.uk or Marina Ballard, Faculty Administrator on administrator@english.cam.ac.uk. For queries regarding the application process please contact the School’s HR Team on sahhr@admin.cam.ac.uk.

The Faculty of English is committed in its pursuit of academic excellence to equality of opportunity, and to providing a healthy working environment and improving the quality of working lives for all staff. We are keen to offer appropriate support to interviewees with childcare responsibilities, and in particular to reimburse any reasonable childcare costs associated directly with attending for interview.

The closing date for applications is midnight on **Sunday 5 May 2024** and interviews are expected to take place in mid May 2024, subject to change.

