

Senior IT Technician

Cambridge Institute for Medical Research

Closing Date: 22nd July 2025
Reference: SA46422



The role

Salary:

£33,482— £39,355 *Interim Pay*

Award: This role is eligible for a non-consolidated pensionable payment, equivalent to 2.5% of the basic pay. This supplement will be paid until the conclusion of the Cambridge Pay Review Project.

Grade:

6

Limit of Tenure:

2 years in the first instance

Location:

Cambridge Biomedical
Campus

Working pattern:

Full-time

Role Summary

The role will be a key part of an IT support team, managing the CIMR IT infrastructure and supporting researchers and administrative staff. The role will assume responsibility for the development and maintenance of the Institute's audio visual facilities, and will develop and maintain the data network and Institute web sites in co-operation with the Computer Officer.

The CIMR IT infrastructure includes 400 workstations, a 14 rack server room, Cisco network equipment and telephones, and audio visual equipment in a lecture theatre and 3 seminar rooms.

Key responsibilities

Staff Support: Advise staff on all aspects of University IT policy and purchasing of hardware and software; install and maintain desktop computers and software to Institute standards; respond to requests from staff for support and assistance; record and resolve all hardware, software and configuration related faults; arrange warranty support work through suppliers; advise staff in advance of all changes which will affect them, and announce all planned maintenance.

Infrastructure Support: Install and maintain Windows, Mac and Linux desktop systems; install, configure and maintain Cisco switches and routers; replace faulty switches, routers and components to ensure minimum downtime to computer and phone services; install, configure and maintain servers and data storage systems; maintain and deploy desktop computer images and application packages.

Scientific Computing Support: Assist scientific staff with installation and configuration of software; install, maintain and configure Linux compute clusters; configure and maintain Slurm resource manager; compile and optimise software from source code.

Network Administration: Maintain and document patch cabling; administration and networking of local telephone extensions on the University IP phone network; maintain local DHCP and DNS records; maintain records of IP address allocation; plan and maintain file systems and data storage, ensuring continuous availability of data and storage capacity to researchers; administration of user accounts and user permissions; maintaining backups of data and configuring appropriate security settings on shared data and systems; administration of printers and print queues; management of Institute software licences, server room environment monitoring.

Other responsibilities include:

- **Project management** - planning, implementation and documentation of project work as agreed with the Computer Officer
- **Liaising with University Computing Services** - referral of issues with wireless networks, Office 365, email and telephone systems
- **Audio visual management** - development and maintenance of presentation facilities
- **Purchasing** - procurement of IT equipment and software, asset management, and waste recycling.
- **Documentation and training** maintaining IT internal documentation, development of training and guidance for staff in use of software, systems and facilities
- **Web development** - development and maintenance of Institute web sites and content
- **Deputise for Computer Officer** - ensuring continuity of service during team absences

Person specification

Criteria	Essential	Desirable
Education and Qualifications		
Education to degree level in an IT related discipline	√	
Specialist Knowledge and Skills		
In depth knowledge of Windows, Mac and Linux systems, including installation, patching, troubleshooting, and scripting.	√	
Experience of automated software and image deployment	√	
Experience in use of TrueNAS data storage systems		√
Experience of Microsoft Active Directory and Windows server	√	
Proficiency in configuration of Cisco switches and routers	√	
Understanding of TCP/IP networks, including DNS, DHCP, variable length subnets, IP access lists and network address translation	√	
Ability to configure web servers and maintain web content	√	
Web development using PHP, MySQL Apache		√
An understanding of audio visual and presentation technology	√	
Familiarity with current PC hardware	√	
Familiarity with current server hardware (mostly Dell and Fujitsu)		√
Full awareness of data protection principles and network security	√	
Interpersonal and Communication Skills		
Ability to summarise technical concepts in plain language	√	
Ability to work effectively as a team member	√	
Ability to work on own initiative with weekly supervision	√	
Management of projects within budget and time restraints	√	
Ability to use initiative and demonstrate an organised approach to work	√	
Asensitive information in a confidential manner	√	
Ability to remain confident and calm when working under pressure	√	
Relevant Experience		
In depth experience of supporting networks, Linux, Windows and Apple computer systems	√	
Previous experience of supporting audio visual presentation equipment	√	
Cisco CCNA certification		√

Terms of appointment

Tenure and probation

This position has a limit of tenure of 2 years as the employment relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues. The appointment will be subject to satisfactory completion of a 6 month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full-time, Monday-Friday (36.5 hrs/week) and due to the nature of the work, is based on-site.

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. This entitlement is pro rata in the holiday year of commencement of employment, in the year your employment terminates and for part-time employment.

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 Clinical School HR Staff Hub (email cshrstaffhub@admin.cam.ac.uk), who are responsible for recruitment to this position. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via

hrenquiries@admin.cam.ac.uk





The Cambridge Institute for Medical Research (CIMR) is a cross-department research institute. Part of the University of Cambridge School of Clinical Medicine, CIMR is located in a dedicated research building on the Cambridge Biomedical Campus.

At the interface between laboratory research and the clinic, CIMR's mission is to determine the molecular mechanisms of disease in order to advance human health. To achieve this, we leverage deep collaborations between basic and clinician scientists, built on shared interests, outstanding core facilities and an inclusive, supportive working environment.

We believe that connecting the fine details of how cells work with the big picture of human disease is the fastest route to both scientific breakthroughs and therapeutic advances. CIMR research therefore links molecules, mechanisms and medicine by using insights from fundamental biology to inform understanding of human disease and vice versa.

Our **research strategy** is:

- To encourage extensive collaboration between expert research scientists (leaders in fundamental molecular discovery) and experienced clinicians (with real-life expertise and understanding of disease in patients and in clinic) on areas of shared interest
- To invest in and deploy a range of outstanding, high-quality platforms and technologies that allow us to understand mechanism at molecular resolution
- To focus on specific areas of disease and biology in order to maximize connections and synergy

CIMR Departments

As part of the University of Cambridge School of Clinical Medicine, each Principal Investigator is affiliated to one of the following home departments:

Clinical Biochemistry
Clinical Neurosciences
Haematology
Medical Genetics
Medicine

Research Focus

We have three interlinked *biological* areas of focus: protein folding and quality control, membrane trafficking and organelle biology. These pathways are fundamental to normal cellular function, and when impeded lead to diseases that are rare, devastating and frequently occur in the nervous system. Numerous infectious pathogens have also evolved to infect cells by exploiting and manipulating these pathways.

CIMR therefore has three broad *disease* areas of focus: rare genetic disease, neurological disease and intracellular infections. These are united by the fact that they are caused by disruptions of cellular homeostasis and are frequently neglected and overlooked, meaning there is significant unmet patient need.

We actively encourage the **translation** of fundamental discovery into new treatments and diagnostics by leveraging the outstanding clinical and commercial environments of the Cambridge Biomedical Campus and University of Cambridge.

In addition, we also believe that for science and research to have the greatest impact they must be integrated with and informed by society, so we champion and seek out new innovative ways to **engage the public and patients** with our research.

Key Facts

Department budget	£1.7M
Principal Investigators	~ 25
Other Researchers	~ 120
Support Staff	~ 35
Students	~ 40
Grant Income	£13.6M p.a.



School of Clinical Medicine

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

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

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

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

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



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

The School will:

Through inspirational teaching and training, educate individuals who:

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

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

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



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

The University

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

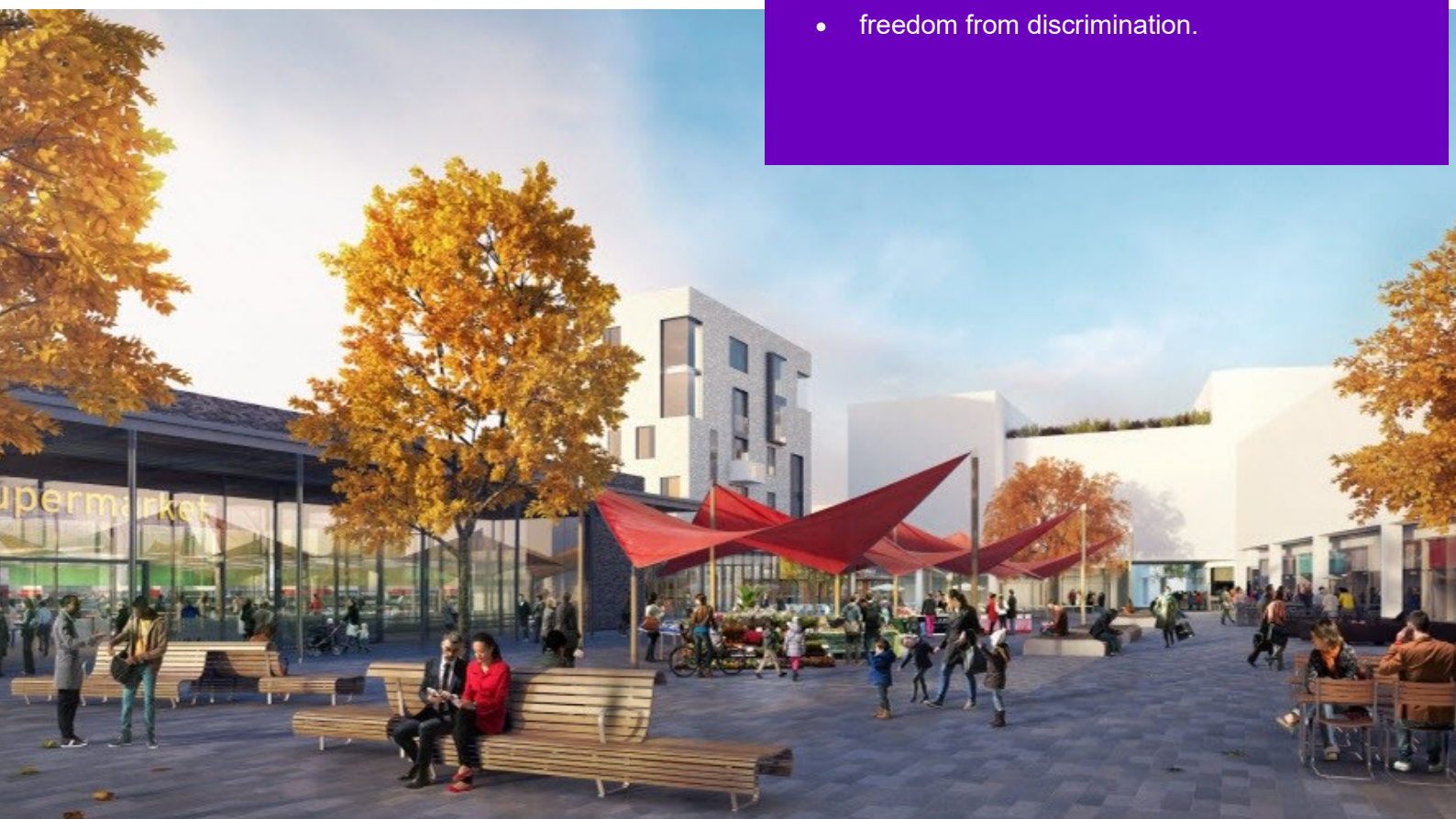
Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector.

Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

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

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



About us

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

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

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

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

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

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

Stephen Toope, Vice Chancellor 2019



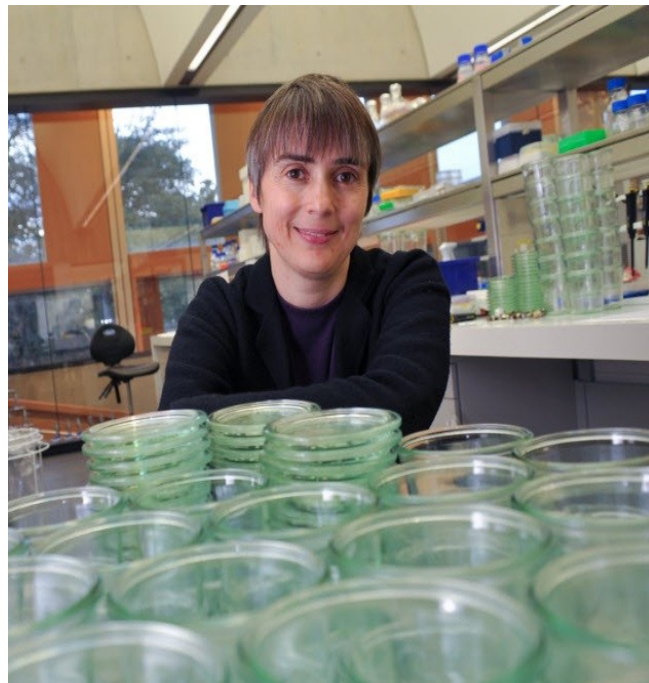
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

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

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

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



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

Living in Cambridge

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

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

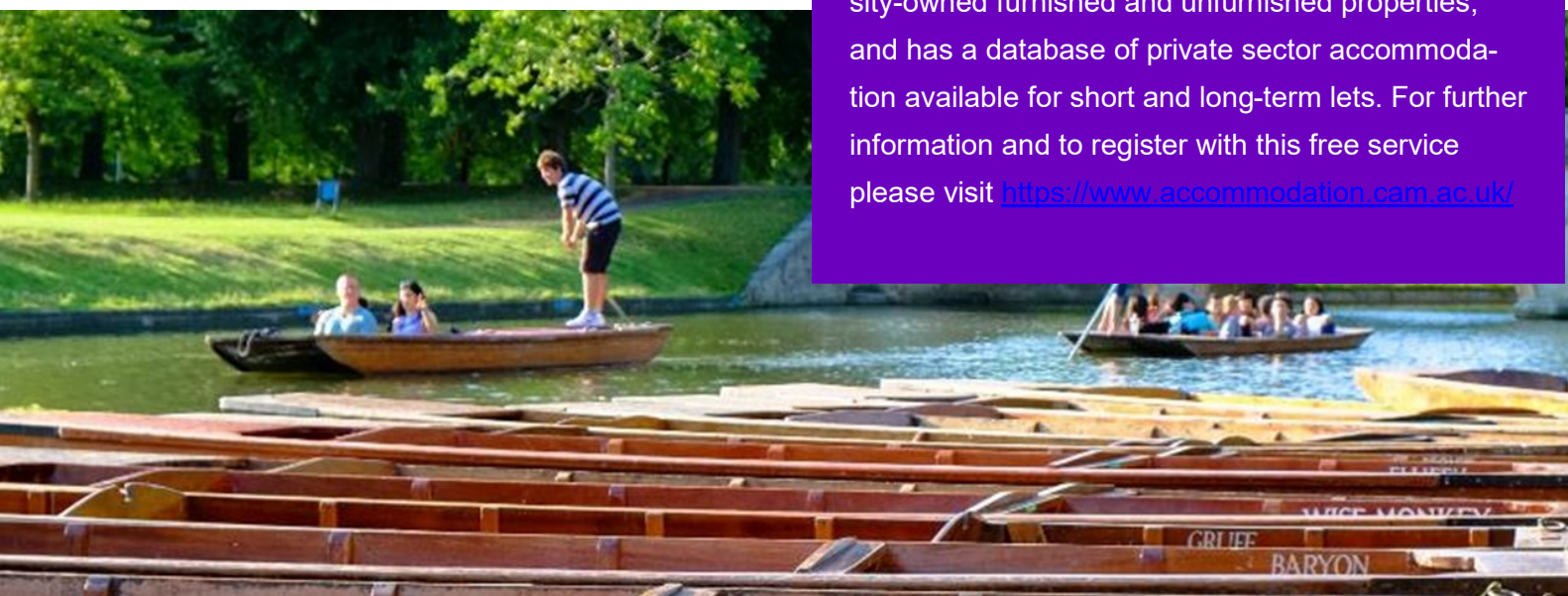
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races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

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

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



What Cambridge can offer

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

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

Pay and benefits

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



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

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

Other family-friendly support includes:

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

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

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing.

There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



Clinical School Benefits

Cambridge Biomedical Campus

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

These include:

Core amenities

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

Sports and Leisure

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

Childcare

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

Apprenticeship opportunities

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



Clinical School Wellbeing Programme

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

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



Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training. The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.

How to apply

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

Informal enquiries are welcomed and should be directed to:

Jonathan Wilson, CIMR Computer Officer

Email: jrw62@cam.ac.uk

For any queries about the application process, contact Clinical School HR Team Email: cshrstaffhub@admin.cam.ac.uk

The closing date for applications is midnight on 22nd July 2025. Interviews are likely to take place between 30th July and 8th August 2025.



UNIVERSITY OF
CAMBRIDGE