Role specific information

Role Summary

The Institute of Astronomy has small numbers of students, with up to 20 at Part II and 35 at Part III/MASt, and accepting about 12 graduates each year. This post forms part of a team providing administrative support for the Student Office in the Institute. The Office provides support for both undergraduate and graduate teaching and assessment, and will be the central point of information for examinations and assessments, course information, funding and travel planning, and dealing with all aspects of admission to courses.

The role holder provides administrative support for all the undergraduate teaching and examining activities in the Institute (Part II, Part III and MAS), and supports and is supported by the Graduate Student Administrator. The role holder also provides cover for the Reception as needed.

The purpose is to provide administrative support to the course(s) and teaching team to ensure the smooth and efficient running of the course.

Key Responsibilities

| Undertake course administration activities. Liaise with teaching staff on all aspects of course organisation, prepare, edit and distribute course material, course requirements and documentation submissions. Arrange student accommodation, arrange meetings for students with supervisors, obtain information (including reading lists and biographies) from lecturers and other contributors. Contribute to changes in processes and procedures. | 1 |
| Carry out administration of applications and admissions procedure for the course. Receive applications, organise interviews, provide information on successful applicants, ensure successful applicants have what they require e.g. university cards, computer IDs etc. | 2 |
| Deal with enquiries from current and prospective students regarding the course such as application process, funding and course requirements. Provide advice on application processes and course requirements. | 3 |
| Co-ordinate assessment processes. Ensure coursework is submitted on time, keep records of submissions, ensure examiners are appointed, distribute written work for marking, ensure examiners' reports are received on time, send copies of reports to students. | 4 |
| Act as secretary to committees, arrange and attend committee meetings, create agenda, take and circulate minutes, and ensure follow up actions are implemented. | 5 |
| Monitor expenditure against budgets. Maintain records of course income and expenditure, process expenses claims, raise invoices, raise purchase orders for office, course supplies and equipment in line with financial regulations. | 6 |
| Maintain administrative systems and a central office filing system (electronic and paper-based), maintain databases of enquiries, applications, students, lecturers and other contacts. | 7 |
| Organise events (e.g. course recruitment events and meetings). Book venues/rooms, order refreshments, send out invites and directions, word process, collate and distribute materials for events, seminars, meetings. | 8 |
| Gather, prepare and collate course information e.g., course events and attendance, course feedback, student course activities. | 9 |
| Examinations administration support. | 10 |
| Administrative coordination of the Summer Student Programme. | 11 |

**Person Profile**

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>Educated to A level standard / NVQ level 3 or equivalent level of practical experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist knowledge &amp; skills</td>
<td>Demonstrate knowledge of facts, principles, processes and general concepts related to Course Administration. Excellent organisational skills. Competent in standard software packages e.g. Word, Excel, Access and Outlook. Excellent communication &amp; interpersonal skills.</td>
</tr>
<tr>
<td>Interpersonal &amp; communication skills</td>
<td>Excellent communication and organisational skills.</td>
</tr>
<tr>
<td>Relevant experience</td>
<td>Experience of providing accurate, responsive and timely administrative service customer-orientated experience.</td>
</tr>
<tr>
<td>Additional requirements</td>
<td>Maintain confidentiality of student records and discussions</td>
</tr>
</tbody>
</table>

**Terms and Conditions**

<p>| Location | Institute of Astronomy, Madingley Road, Cambridge, CB3 0HA (West Cambridge Site) Some work to be conducted off site where required. |</p>
<table>
<thead>
<tr>
<th>Working pattern</th>
<th>Monday to Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>Part-time (20 hours per week)</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>Permanent</td>
</tr>
<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
</tbody>
</table>
| 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. 

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.

This entitlement is pro rata in the holiday year of commencement of employment and in the year your employment terminates. |
| 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 23:59 GMT of **Friday, 18th June 2021**. If you have any questions about this vacancy or the application process, please contact Ms Joy McSharry (jpm@ast.cam.ac.uk).

The names and contact details (including email) of two referees are a necessary part of the submission.

**General Information**

The University of Cambridge

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.

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.

The Institute of Astronomy

The Institute of Astronomy (IoA) represents the largest concentration of research astronomers in the United Kingdom. Situated two kilometres west of the centre of Cambridge, in extensive gardens and woodland, the Institute provides an extremely pleasant working environment. The original Observatory building has been extensively renovated, the Hoyle building has been modernised and extended, while the community has recently been extended and enriched by the addition of new buildings to accommodate the Kavli Institute for Cosmology and the Batcock Centre (Cavendish Astrophysics) on the Institute’s site.

The research complement of the Department consists of 18 permanent university teaching staff, approximately 75 post-doctoral researchers, fellows and long-term visitors, and some 45 graduate students. The Institute is characterised by an extremely broad range of research interests; theoretical work spans aspects of cosmology, high-energy astrophysics and exoplanet, stellar, galactic and extragalactic astronomy, and observational work encompassing a similar range of topics is carried out using ground-
based (Vista Hemisphere Survey, Local Volume Legacy) and space-borne facilities in the X-ray, ultra-violet, optical and infra-red spectral regions (XMM, Gaia, Planck).

There is an active visitor and conference programme. Several seminars per week are held during term time. In most years, one, and often two, international conferences are held, embracing a wide range of subject areas.

The IoA hosts the Cambridge Astronomical Survey Unit, which is a leading participant in data reduction and analysis for survey astronomy, including development of the Astrophysical Virtual Observatory, and its application to major ground and space projects.

Additional information is available on the web site at http://www.ast.cam.ac.uk.

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 opportunities for our staff and students.

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

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

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

Relocation Support

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

Accommodation Service

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

What Cambridge can offer

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

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

Pay and benefits

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

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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

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/