

Job title	Productivity Institute Administrator
Grade	4
Salary range	£23,067 - £26,715 per annum (pro rata)
Staff Group	Assistant
Department / Institution	University of Cambridge Bennett Institute for Public Policy, Department of Politics and International Studies

## Role-specific information

### Role Summary

This post will be located in the Bennett Institute for Public Policy, a major, University-wide initiative housed in the Department of Politics and International Studies and supported by the School of the Humanities and Social Sciences. It is led by its inaugural Director Professor Michael Kenny and Professor Diane Coyle, the Bennett Chair of Public Policy. The Productivity Institute Administrator will provide administrative support to the Cambridge hub of the UK's new national Productivity Institute led by Professor Diane Coyle, to ensure the smooth running of the research activities.

This role will co-ordinate and support the administrative operation of the Productivity Institute's researchers across the University and beyond. The successful candidate will provide an efficient administrative service across all aspects of the project, including events and meeting organisation, diary management support for the Director, and administrative support for the financial management of the research project accounts.

### Key Responsibilities

<b>Administration</b>	<b>30%</b>
<p>Provide an administrative service for the Productivity Institute team including senior internal and external stakeholders.</p> <ul style="list-style-type: none"> <li>• Diary management for the Director, make travel arrangements, type confidential correspondence, monitor emails, draft non routine correspondence, take minutes/ notes at meetings and committees as required.</li> <li>• Act as point of contact for enquiries to the Productivity Institute and respond to enquiries, which may be detailed and/or non-routine in nature and refer others as appropriate.</li> <li>• General administration duties for both the Productivity Institute project and also the Bennett Institute as required for example monitoring mailing lists, photocopy, collect and process incoming and outgoing mail, collate letters and documents for mailing, book meeting rooms, book accommodation.</li> </ul>	

<b>Events</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>Organise events and meetings including the Regional Productivity Institute Forum.</li> <li>Organisation of virtual events using MS Teams and Zoom.</li> <li>Advise on venues, book rooms, order refreshments, and send out invites and directions, and distribute materials for events, seminars, meetings, assist in the maintenance of publicity materials and resources.</li> </ul>	
<b>Finance</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>Process expense claims, invoices and orders following the University's financial regulations.</li> <li>Liaise with accounts to ensure that the Centre's accounts are up-to-date. Monitor and report income and expenditure.</li> </ul>	
<b>Data analysis, reporting and record keeping</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>Collect and collate data (e.g. expenditure, event or meeting attendance). Update associated spreadsheets and databases, provide statistics or standard reports using existing templates.</li> <li>Maintain records and update information sources, including outreach engagement records and the Institute's database.</li> </ul>	

## Person Profile

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

<b>Education &amp; qualifications</b>	Educated to at least A Level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience or equivalent level of practical experience
<b>Specialist knowledge &amp; skills</b>	<p>Previous administrative experience in a busy environment.  Highly competent in standard software packages, eg Word, Excel, Outlook  Ability to prioritise own workload as not continuously supervised  Good level of oral and written communication skills.  Excellent organisational skills.  Able to deal with multiple requests in a cheerful and positive manner.  Very good standard of interpersonal and communication skills  An ability to relate to people from a diversity of cultures and across a range of professional roles.  Confidence to make routine decisions without constant reference to others.</p>
<b>Interpersonal &amp; communication skills</b>	Excellent communication & interpersonal skills
<b>Relevant experience</b>	Experience of working in an administrative role.

<b>Additional requirements</b>	Ability to work independently as well as part of a team. Accuracy and attention to detail.
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## Terms and Conditions

<b>Location</b>	Department of Politics and International Studies, Alison Richard Building, West Road, Cambridge, CB3 9DT
<b>Working pattern</b>	Part time
<b>Hours of work</b>	25.55 hours per week. Working pattern to be agreed with line manager.
<b>Length of appointment</b>	5 years
<b>Limited funding</b>	This post is funded by non-central sources/a research grant or contract and, in the event that this funding should cease, the post may be at risk of redundancy.
<b>Probation period</b>	6 months
<b>Annual leave</b>	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.
<b>Pension eligibility</b>	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: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	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 14 March 2021. If you have any questions about this vacancy or the application process, please contact Sarah Rosella, [recruitment@bennettinstitute.cam.ac.uk](mailto:recruitment@bennettinstitute.cam.ac.uk) Please quote reference number UE25685 in all correspondence.

Interviews will take place shortly after the closing date.

## 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.

## Bennett Institute for Public Policy

The Bennett Institute for Public Policy launched on 16th April 2018 with a mission to conduct high-level research, teaching and policy engagement and to generate successful and sustainable solutions to some of the most pressing problems of our time. The Institute has at its heart a commitment to a deeper analysis of the economic, social and political systems in which policy is developed; the creation of powerful new networks of policy-makers, influencers and researchers; and the development of a new generation of reflexive and critical policy leaders.

We will be bringing together the world-class research of Cambridge in technology, engineering and the natural sciences with a deep understanding of the social and political forces that are remaking democracy and generating fundamental challenges for governments across the world. Our initial research programmes lie in the following areas: Place and public policy, Technology and innovation, Science and the future of democracy and Well-being, progress and public policy.

Our work reflects a readiness to move away from the technocratic assumption that there are technical fixes or ready-made solutions to intractable challenges arising from resource scarcity. The Institute will seek to drive forward research into the growing demand for a more equitable distribution of the world's natural and social assets and examine the impact that technological change is having on the nature of work, community and consumption around the world.

## The Department of Politics and International Studies

POLIS is a self-consciously pluralistic department. This is reflected in the disciplinary diversity of our members and their wide-ranging approaches to the study of politics, and is supplemented through our close links to a variety of area-specific and thematic research centres, as well as numerous other departments and faculties within Cambridge and beyond. POLIS has current and emerging research strengths in areas that include the historical and contemporary study of political thought, international relations, British and European politics, the study of the global South, political economy, public policy and gender.

The Department offers undergraduate programmes as part of Faculty of Human, Social and Political Science as well as a joint History & Politics programme. It offers MPhil degrees in Politics and International Studies and Public Policy. The Department includes many research centres, including the Area Centres of African Studies, Latin American Studies, South Asian Studies, Development Studies, Gender Studies and the Bennett Institute for Public Policy, which are housed together in the Alison Richard Building on the Sidgwick Site.

## 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 award, 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, 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/>

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 Sarah Rosella ([recruitment@bennettinstitute.cam.ac.uk](mailto:recruitment@bennettinstitute.cam.ac.uk)). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk)