

Research Project Administrator

Centre for Research in the Arts, Social Sciences
and Humanities

Closing Date: Sunday 31 July 2022

Job Reference: VM31557



Research Project Administrator

Salary:

£27,116 - £31,406

Contract:Fixed Term until 30 June 2023
(in the first instance)**Location:**

Cambridge

Faculty / Department:

CRASSH

Responsible to:

Mette H. Rokkum Jamasb

Working Pattern:Full Time (applications for part
time working will be considered)**Purpose of the role**

This is a very varied role which will initially involve administration and co-ordination of:

- a grant funded by the Mellon Foundation ending September 2022, "Religious Diversity and the Secular Diversity".
- two ERC grants which are coming to an end in December 2022 and February 2023 respectively, "Qualitative and Quantitative Social Science: Unifying the Logic of Causal Inference?" and "The Global as Artefact".
- a small ERC PoC grant which is a continuation of the latter ERC project which ends in June 2023.

As the projects are ending, the role holder will move over to looking after various Fellowships and Visitors Programmes at CRASSH. The role holder will also be working closely with the Departmental Administrator on pre-award development of new grants. There may also be a possibility of either adding other grants to the work portfolio as they are awarded.

The appointee will have the specific responsibilities outlined below.

Key responsibilities

- Co-ordinate and oversee administration of the project(s). Prepare project outlines and plans, monitor and report on project milestones, deadlines and deliverables, develop and monitor project database and website by the uploading of recordings, text data and images, maintain and update project records, distribute documents relating to the project, liaise with stakeholders as required.
- Co-ordinate and support project related activities and events. Assist with production of reports by gathering and analysis of data as required by stakeholders, be the main point of contact with stakeholders and liaise with them as required.
- Carry out project financial administration. Monitor expenditure against budgets using the university financial system, process expenses claims, process invoices, raise purchase orders, manage purchasing requisitions in accordance with University's financial procedures and financial regulations.
- Provide administrative/ secretarial support to the Project Manager and project committees. Organise meetings and events, organise travel, accommodation, catering, prepare agendas and other papers and circulate, take minutes and follow up action.
- Undertake publicity activities linked to the project. Maintain and update the project website, publicise events and activities of the project, organise project events, seminars, disseminate information using appropriate media.
- Organise project events such as conferences, workshops, training sessions. Make all necessary arrangements including book rooms, coordinate travel arrangements where necessary, catering, deal with expenses claims.



Key Responsibilities...continued

- Carry out HR administration and payroll related activity. Keep accurate records of sickness, absence and timesheets, ensure that payroll information is collated and sent in time as required, advice on HR policies and procedures, help with induction to visiting researchers and visiting students, ensure all relevant documentation and paperwork is completed.
- Establish and maintain communications with colleagues and representatives at different partner institutions to facilitate close working relationships including, assist in the communication of new initiatives to partners and stakeholders as required.

Person Specification

Criteria	Essential	Desirable
Education		
Educated to HND, HNC, level 4/5 vocational qualification or academic degree relevant to the project	✓	
Specialist Knowledge and Skills		
Experienced user of Microsoft Office (Excel, Word, Sharepoint), Adobe, Photoshop, InDesign and Premiere Pro.	✓	
Excellent planning and organizational skills and the ability to work well under pressure	✓	
Excellent interpersonal and communication skills	✓	
Demonstrate factual and theoretical knowledge of grant administration/coordination	✓	
ERC Grant administration experience		✓
Website management, including producing and/or editing multimedia content; use of a Content Management System	✓	
Numerate with experience of managing budgets	✓	
Ability to priorities and meet competing deadlines	✓	
Knowledge of (or ability to quickly learn) the University Financial Systems, specifically the Grants Module (training can be provided)	✓	
Some experience using the University costing tool X5 (traing can be provided)		✓
Interpersonal & Communication skills		
Excellent communication skills, both written and oral	✓	
Ability to work diplomatically, authoritatively and with confidence with a wide range of people		
Ability to work on own initiative and work well as part of a team		
Relevant Experience		
Experience in an administrative role from an academic setting		✓
A background in or understanding of research in a humanities field is desirable		✓

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>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	C
Communication	C
Innovation and Change	C
Negotiating and Influencing	D
People Development	C
Relationship Building	C
Strategic Focus	D

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



CRASSH

Founded in 2001 and now looking toward its third decade, CRASSH came into being as a way to create interdisciplinary dialogue across the University's many faculties and departments in the arts, social sciences and humanities, as well as to build bridges with scientific subjects. It has now grown into one of the largest humanities institutes in the world and is a major presence in academic life in the UK. It serves at once to draw together disciplinary perspectives in Cambridge and to disseminate new ideas to audiences across Europe and beyond.

CRASSH's mission is to create new resources for thought, stimulate interdisciplinary research and disciplinary innovation, establish new intellectual networks and affiliations, respond to emerging social and political challenges, engage new publics in humanities research and help to shape public policy. Its programmes include Visiting Fellowships, Early Career Fellowships for Cambridge academics and a variety of interdisciplinary Research Networks, alongside a conference programme designed to forge new connections and open up fresh intellectual pathways. CRASSH's research community includes many postdoctoral researchers working on its diverse range of interdisciplinary projects, which often involve international collaborations, and are funded by research councils, charities, trusts and philanthropic donations.

The CRASSH professional staff team is led by Mette Rokkum Jamasb and consists of 15 dedicated colleagues delivering over 350 events a year.

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
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Leverhulme Centre for the Future of Intelligence

Combined, these institutions have a total annual budget in excess of £35million, 650 staff and 3,500 students.

The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

Our vision is to preserve the excellence of the School of Arts and Humanities in research, and undergraduate and postgraduate teaching and supervision, while enhancing our capacity to undertake world-leading and life-changing innovative, interdisciplinary research and teaching.

Strategic Objectives

1. To uphold the Cambridge tradition of undertaking research and teaching across a wide breadth and diversity of Arts and Humanities disciplines to the highest possible standard.
2. Relevant, problem-solving interdisciplinary work must be grounded in disciplinary excellence.
3. Enhance our research excellence across the disciplinary spectrum, underpinned by effective support.
4. Expand capacity in our academic disciplines in a way that is modest, selective and designed imaginatively to build incentives for innovative and cross-disciplinary work.
5. Improve the efficiency of our governance structures by streamlining and optimising operations and procedures.

Terms of Appointment

Tenure and probation

The appointment will be made on a fixed-term basis until 30 June 2023 (in the first instance). Appointments will be subject to satisfactory completion of a six-month probationary period.

Working Pattern

We are initially looking for a full time employee, but part time employment can also be discussed.

Your expected hours of work are normally agreed between you and the Department administrator, in accordance with what is appropriate to your duties.

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 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, Ruth Farley 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 science and technology campus to the west of the city centre, and is 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.

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 the School HR Team at SAHHR@admin.cam.ac.uk. If you have any queries regarding the application process please contact Mette H. Rokkum Jamasb at mj258@cam.ac.uk.

The closing date for applications is midnight (BST) on Sunday 31 July 2022.