



UNIVERSITY OF CAMBRIDGE

Department of Applied Mathematics and
Theoretical Physics

Undergraduate Administrator

Department of Applied Mathematics
and Theoretical Physics

Closing Date: 19 September 2024

Job Reference: LE43059



Undergraduate Administrator

Salary:

£25,742—£29,605 p.a.

Contract:

Permanent

Location:

Centre for Mathematical Sciences

Department:

Department of Applied
Mathematics and Theoretical
Physics

Responsible to:

Undergraduate Office Manager

Working pattern:

Full-time

Overview of the role

The Faculty of Mathematics is one of the largest in the University and admits 250 undergraduate students each year. The undergraduate team supports a full range of functions, to include student communications, course management, lecture scheduling and examinations for the Mathematics Tripos. In addition, it supports specific administrative functions for Part III Mathematics and Mathematics in the Natural Sciences Tripos.

The undergraduate team operates as the Faculty's examinations office for taught programmes (undergraduate and taught masters). As such it supports the delivery in excess of 100 written examinations each year, 70-80 of which are implemented locally on site, with over 1500 students across the courses. The team supports Examiners, Assessors, Invigilators and Academic Officers in the delivery of this core function.

The role holder will work as part of a team dedicated to supporting undergraduate teaching, learning and assessment. As such they will be involved in delivery of examinations, providing support for undergraduate teaching, acting as a point of contact for internal and external queries relating to admissions, maintaining key documentation, preparation of examination papers, collation of student feedback and other data, staff payments, and some committee work.

Purpose of the role

To work as part of a team to provide administrative support:

- to the undergraduate course and teaching team to ensure the smooth and efficient running of the course.
- for the delivery of examinations and assessment for taught courses within the Faculty.
- for the overall delivery of all teaching and learning within the Faculty.

Key responsibilities

- Undertake course administration activities as part of a team: taking the lead on aspects of course administration as allocated to them by the Undergraduate Office Manager, and providing overall support and cover to ensure the team delivers its core functions.
- Liaise with teaching staff, committee Chairs and other Academic Officers on aspects of course organisation: prepare, edit and distribute course material, course requirements and documentation submissions., Obtain information from lecturers and other contributors to ensure the effective delivery of the course. Contribute to changes in processes and procedures.
- Deal with enquiries from current and prospective students regarding the course, including the application process, funding and course requirements. Provide advice on application processes and course requirements. Support admissions activities as required, such as administrative support for Open Days and outreach events organised by the Faculty.



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- Under the supervision of others, support the administration of exams, including the preparation of examination papers, Examiner and Assessor appointments, student paper choices and enrolments, recruitment of casual workers, liaison with markers and mark checkers. Work with the team and the Examiners throughout the year to collate and disseminate information efficiently and effectively, support examiners meetings, including collation and circulation of papers.
- As part of a team, proactively contribute to the running of the exam office during examination season. Deal with exam queries needing immediate attention, oversee assigned invigilators and examination attendants, manage the processing and dissemination of examination scripts, preparing candidate number cards and lists, assist with on-site delivery of exams (e.g. setting up and taking down examination halls).
- Advise Colleges and departmental staff on examination procedures and rules.
- 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.
- Provide administrative support to committees: arrange and attend committee meetings, create agendas, take and circulate minutes, and ensure follow up actions are implemented. Drafting routine correspondence on behalf of Committee Chairs as required.
- Establish effective record-keeping practices relating to programme and examination administration. Maintain filing systems, maintain and amend records for tracking processes, maintain systems for key student information (e.g. student support documentation). Liaison with other team members to update and explain documents and processes.
- Gather, prepare and collate course information e.g., course schedules, course events and attendance, student course activities, teaching staff details, payment details. Support the maintenance and timely publication of core course documentation and webpages. Assist with the drafting of the Faculty Lecture List. Receive and collate student feedback via a number of mechanisms and disseminate to committee Chairs and lecturers as appropriate.
- From time to time the role holder may be asked to contribute to work being carried out across the broader education team (undergraduate, postgraduate and internships) either to support delivery of core functions, or to collaborate on the development of systems, processes and administrative best practice.



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What we can offer you

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. Staff also benefit from a generous annual leave entitlement.

The University offers employees a wide range of competitive benefits, from health care cash plans to childcare, a cycle to work scheme, to shopping and insurance discounts.

Working in the DAMTP

Professional Services Team

The Professional Services Team in the Department covers the broad areas of IT, Finance, HR administration, teaching and examination administration, general administration and laboratory and facilities management. The team is vibrant and friendly and prides itself on creating a supportive environment where all team members are valued.

The Centre for Mathematical Sciences is based just off Madingley Road, with easy access to the city centre. The site is a short walk from the Madingley Road Park and Ride and there is staff parking available on site. The site has a café (run by Lemon Zest, who also operate the Zoology Museum café) and there is a staff coffee morning at 11:00 am every week day. The Department has an active social life and organises events throughout the year, in particular the Christmas Party.



If you think you may be the person we are looking for, we would encourage you to submit an application as soon as possible. We welcome you to contact Alexandra Hancock for an informal chat or to arrange to visit the department—contact details on last page.

Person specification

	Essential	Desirable
Education		
Educated to 'A' level standard/NVQ Level 3 or an equivalent level of practical experience	✓	
Experience		
Experience of maintaining office systems and following office procedures	✓	
Significant relevant experience in an administrative post	✓	
Skills		
Demonstrate knowledge of facts, principles, processes and general concepts related to course administration	✓	
Excellent organisational skills and the ability to meet tight deadlines	✓	
Competent in standard software packages e.g. Word, Excel, Access and Outlook	✓	
Experience of Cambridge University electronic records systems including CamSIS, Timetable.cam and Moodle		✓
Experience of, or willingness to learn, web-editing	✓	
Experience of, or willingness to learn the mathematical typesetting language TeX/LaTeX as well as specialist University electronic records systems	✓	
Excellent communication & interpersonal skills	✓	
Ability to work flexibly and be supportive of team colleagues	✓	
Ability to exercise tact and diplomacy when working with people at all levels	✓	
Additional requirements		
Attention to detail is an absolute requirement as the incorrect recording of data could have serious consequences	✓	

The Department

The Department of Applied Mathematics and Theoretical Physics (DAMTP)

The Department of Applied Mathematics and Theoretical Physics is one of the largest and strongest departments of its kind in Europe. DAMTP is a large Department with around 50 academics (professors, readers and lecturers) and almost 100 contract research staff. There are also 20 – 30 visiting academics, 130 postgraduate research students and 100 graduate students. Over 800 undergraduate and postgraduate students are enrolled in Parts I to III (years 1 to 4) of the Mathematical Tripos. Part III is not only the 4th year of the undergraduate course, but attracts more than 100 students each year from outside Cambridge, who take it as a one-year postgraduate course, leading to a Masters degree.

DAMTP shares responsibility for teaching in the Mathematical Tripos with its sister Department, the Department of Pure Mathematics and Mathematical Statistics (DPMMS). DAMTP also has responsibility for teaching mathematics to undergraduates taking Natural Sciences. DAMTP and DPMMS are accommodated, along with the Isaac Newton Institute for Mathematical Sciences and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) at the Centre for Mathematical Sciences, a purpose-built complex in Wilberforce Road.

The Faculty of Mathematics is a supporter of the Good Practice Scheme developed by the London Mathematical Society's Women in Mathematics Committee (<http://www.lms.ac.uk/women/good-practice-scheme>). The Department is keen to attract applications from candidates who have a genuine interest in, and commitment to, developing the role of women in mathematics and who can demonstrate the potential to be strong role models to female mathematicians.



Research

Current research in DAMTP is loosely organised into eight broad subject areas: Applied and Computational Analysis, Astrophysics, Geophysics, Fluid and Solid Mechanics, Mathematical Biology, Quantum Information, High Energy Physics and General Relativity and Cosmology. The boundaries between the areas are not rigid and evolve with time. Many members of staff contribute to more than one area and this is regarded as a key factor in the continuing success of DAMTP.

Research in each of DAMTP's subject areas involves collaboration with strong groups nationally and internationally, and participation in numerous interdisciplinary projects and programmes. Many members of DAMTP have valuable links with industry and other non-academic sectors. For more information please see: <http://www.damtp.cam.ac.uk/research>.

There are strong links with the Isaac Newton Institute for Mathematical Sciences. At any time the Institute runs two parallel research programmes, each usually lasting six months and attracting several dozen mathematical scientists nationally and internationally. In several areas there are also links to research in DPMMS <https://www.dpmms.cam.ac.uk/>, including in general relativity and the analysis of Einstein's equations, and to other Departments within the School of Physical Sciences <https://www.physsci.cam.ac.uk/research>

Further general information about the University of Cambridge, the Department of Applied Mathematics and Theoretical Physics, and Mathematics in Cambridge may be found on the websites: <http://www.cam.ac.uk>, <http://www.damtp.cam.ac.uk> and <http://www.maths.cam.ac.uk>.



The School

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Science, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The School's aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching, and infrastructure.

About the School

The School of the Physical Sciences comprises the following Departments:

[Applied Mathematics and Theoretical Physics \(DAMTP\)](#)

[Chemistry](#)

[Earth Sciences](#)

[Geography \(including the Scott Polar Research Institute\)](#)

[Institute of Astronomy](#)

[Isaac Newton Institute of Mathematical Sciences](#)

[Materials Science and Metallurgy](#)

[Physics \(Cavendish Laboratory\)](#)

[Pure Mathematics and Mathematical Statistics \(DPMMS\)](#)



The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University's annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets, as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.

Terms of appointment

Tenure and probation

The appointment will be made on a permanent basis and will be subject to satisfactory completion of a six month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Equality and Diversity

We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability please contact the HR Office Administrator who is responsible for recruitment to this position by email at

hr-office@maths.cam.ac.uk.



The University

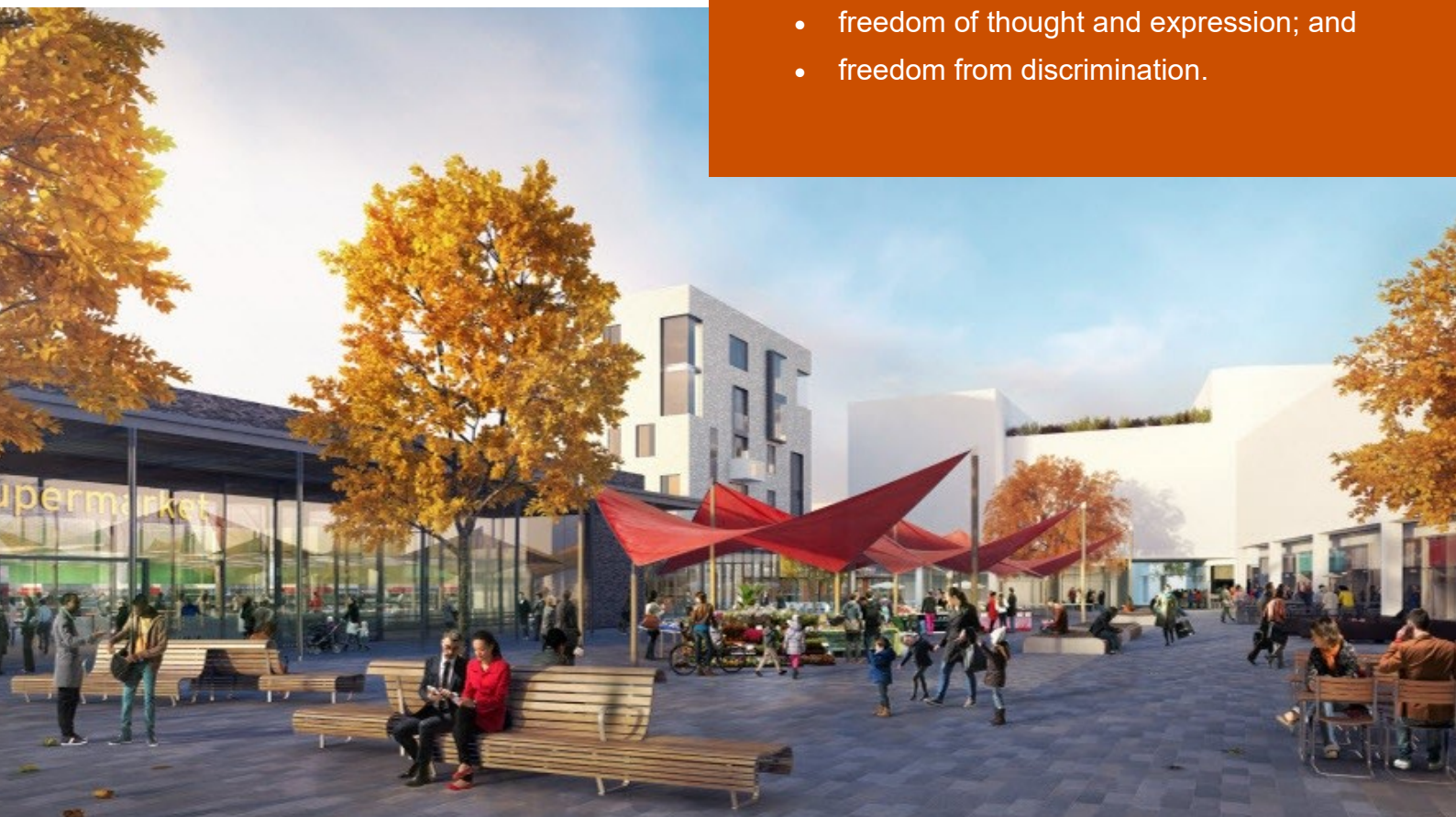
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates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



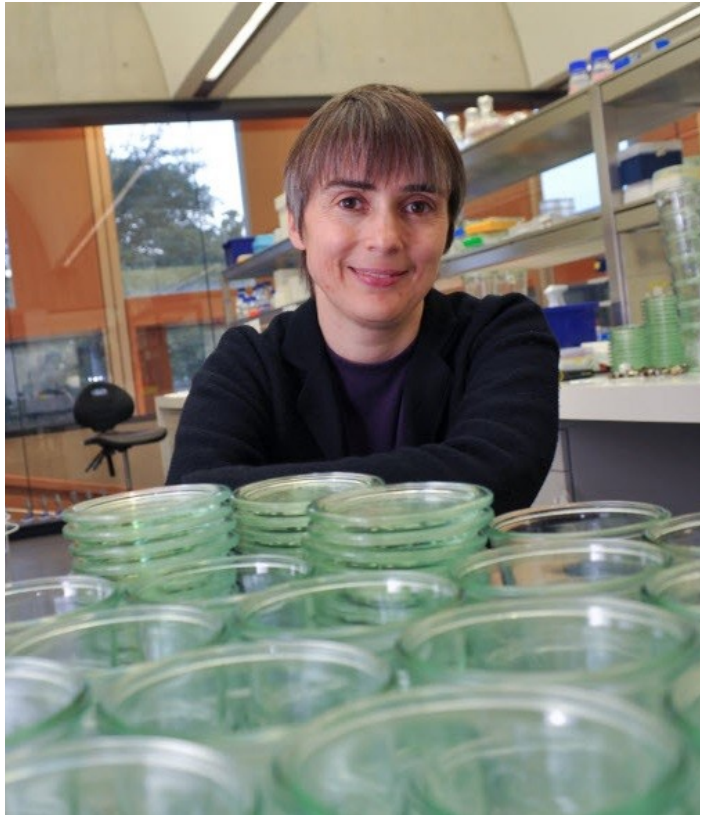
Working at the University

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 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 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.

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/>. 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. 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.



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.

If you would like to informally discuss this role, please contact:

Alexandra Hancock, Undergraduate Office Manager

Email: ugo-manager@maths.cam.ac.uk

Queries about the application process should be directed to the HR Office:

Email: LE43059@maths.cam.ac.uk

The closing date for applications is: 19 September 2024

The expected interview date for the role is: 27 September 2024. If you are unable to make this date please still apply as some flexibility may be possible.