

# Internship Programmes Administrator

## School of the Biological Sciences

[Closing Date midnight 29 September 2024]

Job Reference: PA43187



# Internship Programmes Administrator

**Salary:**

£29,605—£ 33,966  
pro rata

**Contract:**

Permanent

**Location:**

Central Cambridge

**Department:**

SBS

**Responsible to:**

Rosalie Beirne

**Working pattern:**

**Part-time (0.8fte)**

February—September

## Purpose of the role

The Internship Programmes Administrator post is required between 1 February and mid-September each year to provide support for the running of two summer internship programmes managed by the School of Biological Sciences. Support includes aiding in the recruitment process, assisting with the day-to-day running of the programmes, communicating with interns, and preparations for an annual 3-day symposium.

The role holder will work closely with the Internship Programmes Coordinator as well as colleagues in the School of Biological Sciences Postgraduate Office.

The postholder will be required to attend a Cambridge-based European Symposium in early September, including support on the day and in the run up to the event.

The role holder will act as a key point of contact for queries from interns, colleges, academic and administrative staff, and will liaise with external partners in the run up to the annual symposium.

# Student Liaison Administrator

## Key Responsibilities

- Develop and maintain office procedures. Review processes and develop systems for effective administration of the school's internship programmes. Maintain records, website/ intranet content, publicity resources and materials, co-ordinate the use of facilities and report any health and safety issues.
- Oversee financial administration duties. Monitor resources and expenditure against budgets, process invoices and expense claims following financial regulations, liaise with accounts to ensure that programme accounts are up to date, ensure efficiency and effectiveness of processes and procedures, develop and review processes as required.
- Act as secretary to committees and working groups, organise meetings, prepare agenda and write minutes, assist with the drafting of documents such as reports and papers on various issues, give advice on programme policy and procedures as required.
- Support internship selection and interviewing activity as part of an inclusive recruitment process and have an understanding of university policy and employment legislation.
- Co-ordinate administrative support for programme activities e.g. process applications, prepare materials and other administration associated with the programmes. Set deadlines and systems as required to ensure timely completion of tasks.
- Prepare paperwork and other information for CCWS and be the main point of contact for any queries from the Casual Workers team.
- Liaise with other staff in the Postgraduate School of Life Sciences and within the university, communicate and receive information to ensure co-ordination of effort, act as main point of contact for queries/enquiries to the programmes, explain procedures to interns, staff and visitors.
- Gather and manipulate data on various aspects of the programmes as required, collate and analyse data and report as necessary.
- Coordinate the Amgen European Symposium, including attendee and speaker details, travel plans and catering, responding to queries, preparing delegate packs, producing and distributing attendance certificates.

# Person specification

	Essential	Desirable
<b>Education</b>		
Educated to /HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience	✓	
<b>Specialist Knowledge and Skills</b>		
Experienced user of Microsoft Office.	✓	
Excellent organisational skills	✓	
Accuracy and attention to detail	✓	
Demonstrate factual & theoretical knowledge of Administration	✓	
<b>Interpersonal &amp; Communication Skills</b>		
Excellent communication and interpersonal skills	✓	
<b>Relevant Experience</b>		
Administrative experience in a Higher Education environment	✓	

# The School of the Biological Sciences



Prof. Anna  
Philpott, Head  
of School

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement. The School of the Biological Sciences (SBS) is one of the six Schools in the University.

The School comprises nine Departments and the Centre for Family Research, plus five major research Institutes and an animal hospital. Further detail about research and teaching in the Departments and Institutes is here: <https://www.bio.cam.ac.uk/departments> The School has a population of around 2000 staff and around 1000 postgraduate students.

Research in the School is broad-ranging, encompassing animal, plant and microbial systems at scales ranging from atomic structures, through molecular, cellular and physiological processes to evolutionary, ecological and behavioural processes operating at the levels of populations and communities. In addition to fostering a dynamic environment to support creative, investigator-led, basic research, Biological Sciences at Cambridge also impacts on the pharmaceutical and biotechnological industries, on human and animal health and the clinic, as well as in conservation, agriculture and the environment.

Academics in the School teach across four Triposes (undergraduate academic programmes) - the Natural Sciences Tripos; Medical and Veterinary Sciences Triposes; and Psychological and Behavioural Sciences Tripos.

The School collaborates particularly closely with the School of Clinical Medicine. At the graduate level the Graduate School of Life Sciences looks strategically at graduate provision and education across the two Schools.

The School is a key player in the Cambridge Conservation Initiative as well as the majority of Cambridge Strategic Initiatives. The School is associated with the Museum of Zoology and the Botanic Garden.

The School values diversity and was an early adopter of the Athena SWAN charter, designed to advance the careers of women in the sciences. The School holds an Athena SWAN award at Bronze level.

## The School Office

The School Office, in which this role sits, comprises around 45 staff, who provide management and administrative support to the academic leadership of the School. Staff in the School Office provide strategic direction and administrative support for the research and teaching activities that take place in the Departments. The School Office also interfaces with the university's central administration (in particular HR, Finance, the Research Office and the Academic Division).



# Terms of appointment

## Tenure and probation

The appointment will be made on a permanent basis. Appointments 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 29 hours per week, to be arranged with the line manager.

The role holder will be expected not to take annual leave during key periods: September symposium.

## 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/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 7.2 weeks (36 days) pro rata, inclusive of public holidays.

## 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 Department Administrator, who is responsible for recruitment to this position.

# The University

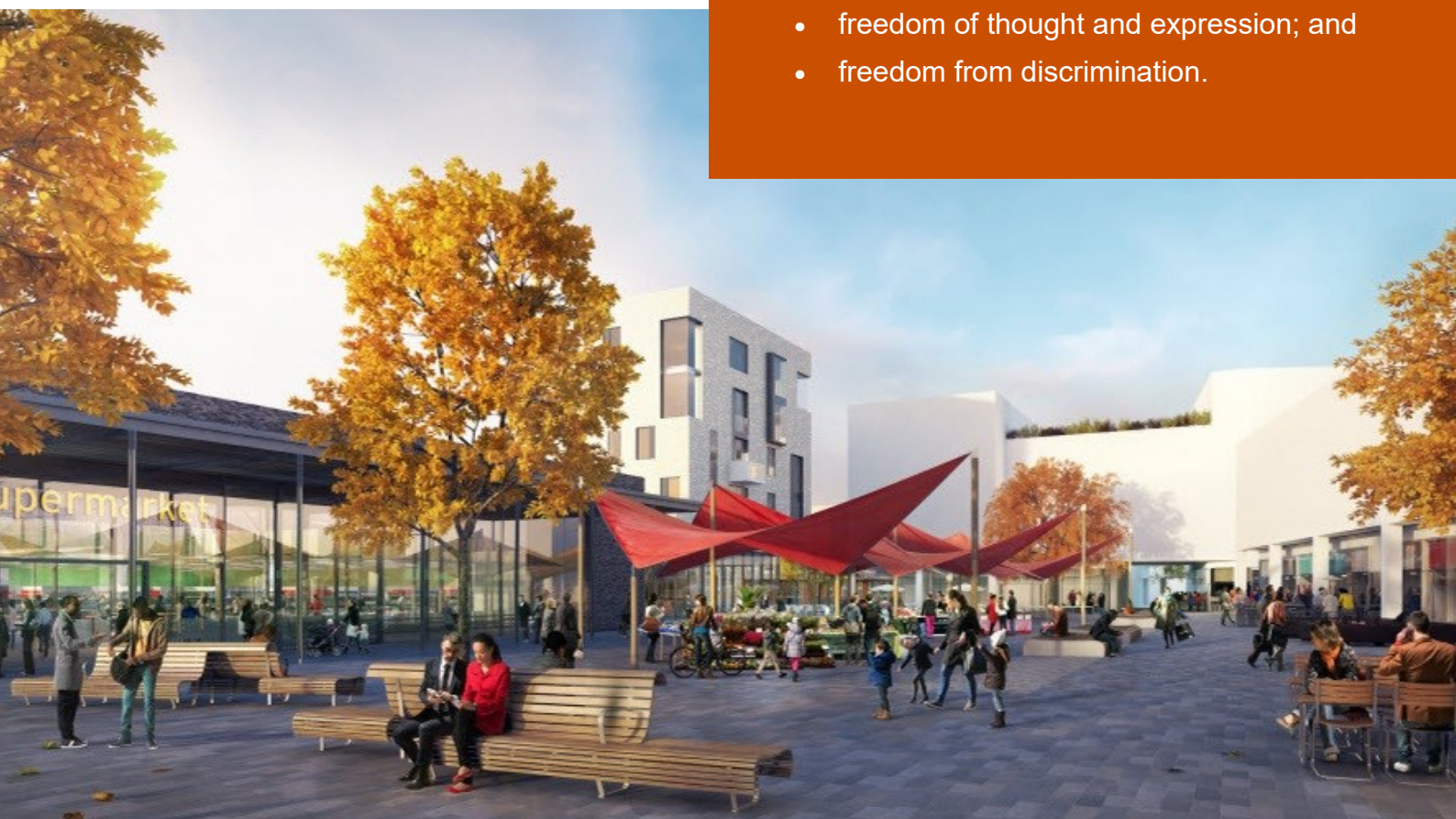
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates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

Our sustained pursuit of academic excellence is built on a long history of 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 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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 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.

**Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.**

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

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.

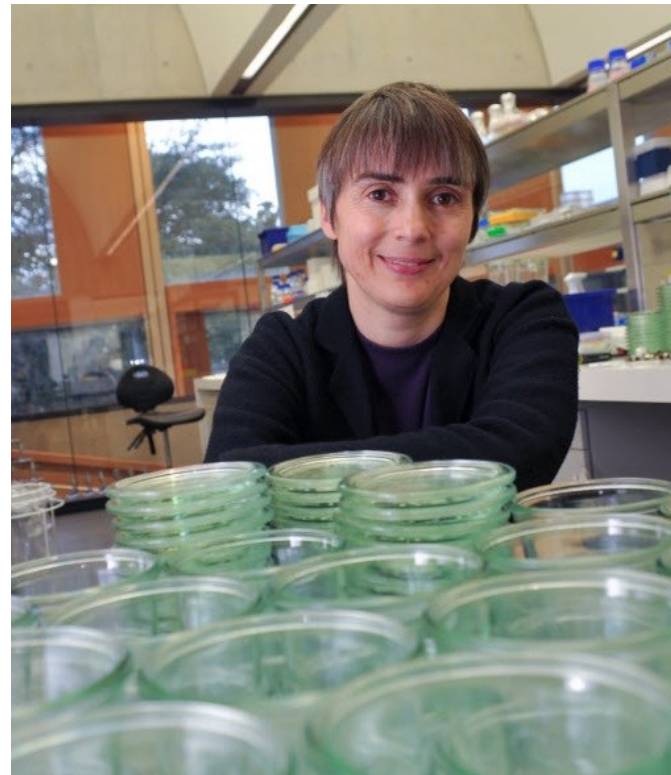
Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; 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.



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 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. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. 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 has signed up to the Race Equality Charter, a notional 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.

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.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](http://www.visitcambridge.org), the official tourism website for the city.

# 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.



## **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. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable 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. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. 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/>

## **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.



# What Cambridge can offer

## 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.

## 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/>

## Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website:

[www.nwcambridge.co.uk](http://www.nwcambridge.co.uk)

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

## 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.



Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

*Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016*



# How to apply

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

Informal enquiries are welcomed and should be directed to:

Julie Davies

**Email:** [jd2097@cam.ac.uk](mailto:jd2097@cam.ac.uk)

If you have any queries regarding the application process please contact Julie Davies ([jd2097@cam.ac.uk](mailto:jd2097@cam.ac.uk)).

The closing date for applications is: 29 September 2024

The interview date for the role will be in week beginning 30 September.