

Animal Welfare & Ethical Review Body (AWERB) Coordinator

Cancer Research UK Cambridge Institute

CLOSING DATE: 2nd January 2024
Job Reference: SW44185



AWERB Coordinator

Salary:

£33,232 - £39,105 pro-rata

Contract:

Permanent

Location:

Cambridge

Department:

Cancer Research UK
Cambridge Institute

Responsible to:

CRUK CI PEL holder (Head of
Core Facilities Operations)

Working Pattern:

This post is full-time/part-time
(min ~25 hours per week). We
welcome applications from
candidates who wish to work
flexibly.

Purpose of the role

The purpose of this role is to provide comprehensive support to the Animal Welfare & Ethical Review Body (AWERB) Chair and CRUK Cambridge Institute Establishment Licence (PEL) holder to ensure that the AWERB fulfils its legal obligation as required under the Animals in Scientific Procedures Act 1986 (ASPA).

The Institute operates as a department in the University of Cambridge under a Governance Agreement with Cancer Research UK, which provides a significant degree of autonomy to the Institute, including the operation of the Biological Resource Unit (rodent-based animal facility). The Institute holds its own Home Office Establishment licence and is legally independent from the University of Cambridge in relation to animal work and because of this autonomy is required to have an independent Animal Welfare and Ethical Review Body (AWERB) to oversee all work involving animals in the CRUK Cambridge Institute.

The AWERB Coordinator ensures that the Institute's AWERB operates effectively and efficiently and fulfils all its required functions and tasks.

The role holder will take the lead in arranging and managing the AWERB meetings, agendas and minutes. In addition, the role holder will be responsible for providing support and advice to Project Licence (PPL) holders regarding new applications and amendments, being the point of contact for staff at all levels, internal and external to the Institute who interact with AWERB.

Finally, the role holder will lead on process improvements to ensure that the AWERB delivers on its ambition as an enabler of high-quality ethical research.



Key responsibilities

AWERB Meeting Organisation

- Provide administrative support for all AWERB meetings. Each meeting requires the reservation of an appropriate room and/or correct set-up via MS Teams, with relevant participants invited.
- Drafting of meeting agendas, in partnership with AWERB Chair and PEL holder, taking into account the need for timely review of PPL applications, PPL amendments and other items for information / discussion needed to fulfil all of AWERB's required functions and tasks.
- Coordination and timely distribution of relevant meeting paperwork and information in advance of AWERB meetings.
- Taking accurate minutes of each meeting, highlighting key decisions taken and action points for follow up.
- Ensuring that the AWERB's Terms of Reference remain appropriate through regular review and update.
- Monitor membership and meeting quorum, with reference to the AWERB's Terms of Reference, and escalate any concerns to the AWERB Chair and PEL holder as required.

Home Office Project Licence Administration

- Responsible for ensuring the Institute has an effective and efficient process for considering new PPL applications and PPL amendments, which is consistent with legal requirements and guidance as set out by the Home Office.
- Tracking of existing project licences and anticipating upcoming reviews (e.g. new licences and retrospective reviews) at future AWERB meetings through the creation and maintenance of a robust licence tracking process.
- Clear and effective communication with PPL holders/applicants to guide them through the various stages of the review process and/or presentation at AWERB. Acting as the first point of contact and connection between the AWERB members and the PPL holder/applicant in all matters concerning the PPL review processes.
- Responsible for all other administrative tasks relating to licence process, including arranging meetings between the PPL holder/applicant, the Writing Support Team and other key individuals (i.e. the in-house statistician, members of Imaging Core Facility), sending out notifications of deadlines in good time, tracking and communicating any comments/changes made to the licence by the AWERB committee to the PPL holder/applicant, ensuring that the PPL holder/applicant has all the relevant paperwork to present at AWERB and ensuring that all requirements are met in order for the licence to be submitted to the Home Office successfully.
- Where necessary, ensuring effective liaison with external colleagues to facilitate cross-Establishment licence reviews.
- Ensuring that associated paperwork is correctly filed, in line with the legal requirement for record keeping.
- Liaise, where appropriate, with the Named Training and Competency Officer (NTCO) to ensure training and competence assessment needs are considered prior to AWERB review.

Licence Writing Support

- The role holder is a standing member of the Institute's Writing Support Team (WST). The WST draws on local experience and acquired knowledge of the Home Office, to provide timely advice and guidance on the structure, consistency, comprehension of draft PPLs and amendments. The WST typically also includes the Named Veterinary Surgeon (NVS), Named Training and Competency Officer (NTCO), Named Information Officer (NIO), nominated Named Animal Care and Welfare Officer (NACWO) and Scientist.
- The role holder is responsible for coordinating the WST and ensuring that it provides appropriate support to each PPL holder/applicant and making timely decisions on where to bring in additional expert advice and guidance.
- Signposting key repositories of information to support PPL holders/applicants, as well as members of AWERB.

AWERB Project Support

- Support the coordination of AWERB projects that focus on topics outside of project licence review. These may include those related to the Institute's promotion of a Culture of Care and in-house 3Rs initiatives.
- Working with the PEL holder and AWERB Chair, seek to refine processes and introduce new initiatives to ensure the Institute remains compliant with funder terms and conditions, policies and guidance.
- Track and record the progress of AWERB projects/objectives and regularly report to the AWERB Chair.

Knowledge Sharing & Communication

- In order to provide high quality advice and guidance to researchers on all aspects of the PPL application/amendment process, the role holder is expected to remain up to date with current ASPA legislative guidance, developments in the ASPeL online licensing system and published best practices. This will be achieved by working closely with the CRUK CI Home Office Liaison Officer, Named Information Officer, wider Biological Resource Unit and other relevant professional networks.
- Provide key information to new AWERB members as part of their induction through the creation of internal documents and signposting to external resources.
- Will translate regulatory advice and guidance for lay members of the AWERB where requested.
- Participate and contribute to AWERB as appropriate, for example providing updates on PPL application and amendment review status at each AWERB meeting.
- Ensure that key outcomes from AWERB meetings are shared appropriately, both internally and externally when appropriate.
- Responsible for delivering the output of the AWERB communication strategy including the production of newsletters and other repositories of information via the AWERB SharePoint page. This sometimes involves communicating complex regulatory or scientific information to a research and lay audience.
- Liaise with Deputy Manager of the Biological Resources Unit to jointly manage the iMad (I made a difference to a mouse) award and communicate winners.
- As required by the AWERB Chair and PEL holder, deal with AWERB-related correspondence as appropriate, prioritising tasks and actions, and replying without intervention when able.
- Assist AWERB Chair and PEL holder as necessary with formatting and proof-reading documentation.

Other responsibilities

- Work cooperatively with the Named People under ASPA to ensure high standards of compliance.
- When needed provide administrative and logistical support for ad-hoc AWERB meetings, seminars and symposium. This may include inviting speakers, arranging event booking and registration, booking the venue, speaker travel and accommodation, catering arrangements and to ensure that details are circulated in advance to delegates as well as the meetings being widely advertised.
- Any other ad-hoc projects as defined by the AWERB Chair or PEL holder.

Person Specification

Criteria	Essential	Desirable
Education and qualifications		
GCSE level or equivalent qualifications, particularly standard English or relevant experience	✓	
ASPA related qualifications and experience would be a distinct advantage		✓
Skills and experience		
An understanding of the function and responsibilities of AWERB	✓	
Ability to provide high level administrative support and process management.	✓	
Ability to make independent judgement on where to seek expert advice.	✓	
Experience of working on own initiative. Proven judgement of knowing when to escalate queries and information, especially in absence of AWERB Chair or PEL holder.	✓	
Advanced IT skills (Microsoft Office applications, Outlook, Teams, SharePoint, Forms)	✓	
Experience of minute taking of complex discussions, identifying key discussion point and actions.	✓	
Ability to work both individually with minimum supervision and as part of a team	✓	
Highly organised, pro-active individual with a positive professional manner and a keen eye for detail	✓	
A sound understanding of Animals (Scientific Procedures) Act 1986, Home Office Guidance and relevant Codes of Practice		✓
An understanding of Project and Personal Licence application processes		✓
Ability to provide advice and guidance on licence application, amendment and review.		✓

Person Specification Continued

Criteria	Essential	Desirable
Highest level of discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts.	✓	
Good time management and ability to multitask and prioritise, working under pressure to meet deadlines.	✓	
Excellent verbal and written communication skills. Able to deal tactfully and confidently with people at all levels and when needed take a leading role, in meetings ensuring everyone feels able to speak and share opinions.	✓	
Ability to create material and deliver 1-2-1 training and provide constructive feedback.	✓	
Additional Requirements		
Willingness and ability to keep up to date on ASPA and ASPeL.	✓	

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.

Behavioural Attribute	Level (defined by Grade)	Description. Retain as appropriate to level:
Communication	C (Grades 4,5,6,7)	Level C: Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.
Relationship Building	C (Grades 4,5,6)	Level C: Maintains working relationships with existing partners. Works effectively within a team or work group as appropriate
Valuing Diversity	A (all Grades)	Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.
Achieving Results	C (Grades 5,6)	Level C: Solves work-related problems effectively. Provides support and contributes to the performance of the institution. Manages own workload and, where applicable, the workload of others.
Strategic Focus	C (Grades 6,7)	Level C: Implements the University's strategy and planning activity within the team. Supports the University's mission and priorities.
People Development	C (Grades 5,6,7)	Level C: Demonstrates effective people management skills. Promotes and facilitates the development of others.
Negotiating and Influencing	C (Grades 6,7,8)	Level C: Persuades and influences peers and managers through consideration of their interests, involvement and consultation.
Innovation and Change	C (Grades 5,6,7)	Level C: Develops and promotes new ways of working to improve performance within team and institution.

CRUK Cambridge Institute

The Cancer Research UK Cambridge Institute (CRUK CI, www.cruk.cam.ac.uk), housed in the Li Ka Shing Centre, focuses on tumour ecology and evolution. We are one of 4 CRUK core-funded Institutes, the others being the Manchester Institute, The Beatson Institute, and The Francis Crick Institute.

The CRUK CI has a diverse faculty comprising both basic and clinical investigators and aims not only to contribute fundamental discoveries in the basic biology of cancer but also to translate these into the clinic in a way that benefits patients. We have particular strengths in genomics, computational biology, and imaging, and currently devote significant research effort to cancers arising in the breast, pancreas, brain, and colon.

Our underlying philosophy is that only by embracing the full complexity of human cancers will we be able to devise new and effective treatment strategies. This leads many of our groups to examine questions relating to tumour heterogeneity, both between and within individual patients, with a goal of understanding how genomic and phenotypic diversity impact the course of disease development and its response to treatment. We also study the ecology of tumours, probing how interactions between tumour cells and the normal cells of the patient influence their respective behaviours. This includes immune cells but extends to other cell types of the stroma and vasculature. Overall, the Institute seeks to build within areas of strength but is also keen to extend our reach to other cancers of unmet need.

We are a core-funded Institute, receiving generous and flexible support from CRUK, which is meant both to provide a state-of-the-art research environment and to enable investigators to engage in high risk/high reward and/or long-term strategic research programs that would be unlikely to be funded by other mechanisms. We are currently supported by 12 core facilities, whose remits range from genomics and proteomics to whole animal imaging. We also benefit from a dedicated, professional administrative staff.

We have a highly interconnected and collaborative faculty and a vibrant research

environment. We serve as a significant hub within the broader Cambridge cancer community and house the headquarters of the CRUK Cambridge Centre, the

largest of the CRUK Major Centres. In addition, the CI contributes to many of the collaborative centres and initiatives that Cancer Research UK helps to support, including the [Cambridge Biomedical Research Centre](#), the [Experimental Cancer Medicine Centre](#), and the [Cambridge Pancreatic Cancer Centre](#).

We are sited on the Cambridge Biomedical Campus, home to Addenbrooke's Hospital, the University of Cambridge teaching hospital. This site, which encompasses the largest biomedical research cluster in Europe, also hosts many of our collaborating institutes, including the [MRC Laboratory for Molecular Biology](#), the [Hutchison/MRC Research Centre](#), the [Strangeways Research Laboratories for Genetic Epidemiology](#), the [Wellcome Trust Stem Cell Institute](#) and the [Cambridge Institute for Medical Research](#). The campus will soon be home to the Astra Zeneca world headquarters. In the wider Cambridge area we also have extensive links with the [Wellcome Trust Sanger Institute](#), and the [European Bioinformatics Institute](#). The CI is also a member of the [Organisation of European Cancer Institutes \(OECI\)](#).

Overall, the CRUK Cambridge Institute provides an outstanding scientific environment in which investigators are driven to make critical contributions to our understanding of cancer and its treatment.



Professor Greg Hannon, Director of Cancer Research UK Cambridge Institute

School of Clinical Medicine

Doing great work in a great place to work

About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.

Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a probationary period which will be set dependent on the length of tenure.

Hours of Work and Working Pattern

The appointment is full-time, although we would welcome applicants who would look to work flexibly (minimum would be ~25 hours per week).

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 new 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.

Screening Checks

This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

We particularly encourage women and /or 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 team via:

Mailboxhr@cruk.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.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

**Prof Deborah Prentice,
Vice Chancellor 2023**



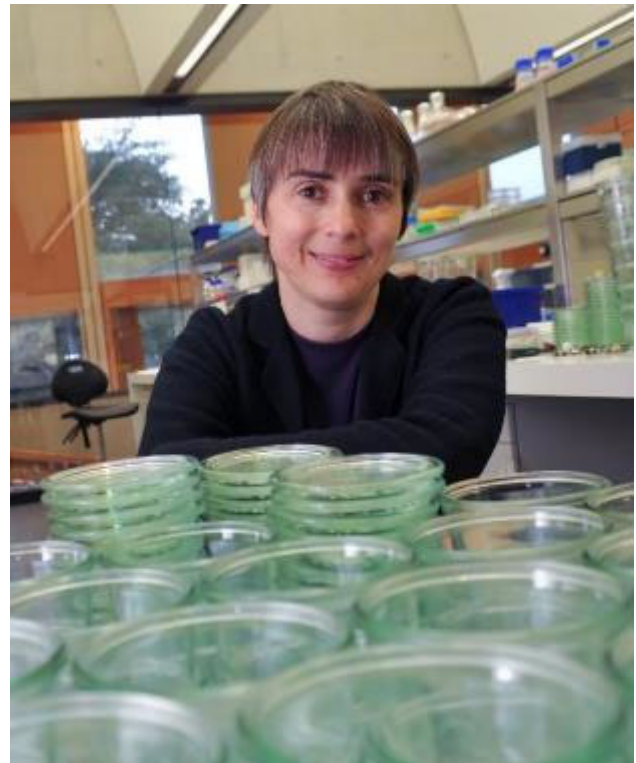
Working at the University

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. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

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. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



Clinical School Benefits

Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

These include:

Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.

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.

If you have any queries regarding the application process or queries relating to the role, please contact:

Mailbox-hr@cruk.cam.ac.uk