



UNIVERSITY OF
CAMBRIDGE

Head of People

Cambridge Judge Business School

Closing Date: Friday 7th March 2025

Job Reference: NS44747



Head of People

Salary:

£62,096-£65,814 per annum

Contract:

Permanent

Location:

Trumpington Street,
Cambridge

Faculty / Department:

Cambridge Judge Business
School

Responsible to:

Dean of the School

Working Pattern:

Full Time

The Cambridge Judge Business School (CJBS) is seeking a Head of People to support the Dean of CJBS and the Director of Executive Education by providing strategic advice and executing the strategy for all people-related matters.

As the Head of People, you will oversee all aspects of people management across the school. Your informed advice and recommendations will guide the Dean of the School on strategic initiatives and plans. You will play a crucial role in supporting the core academic activities of the School by ensuring that CJBS has a robust and effective organisational structure and a positive people culture.

Leading a dedicated team, you will deliver a high-quality, responsive, and comprehensive service to all staff and faculty. You will champion and implement best practices and the latest thinking in leadership and management, essential for a world-class business school.

Working closely with the Dean, the Vice Deans, and other members of the senior leadership team, you will lead discussions and shape decisions on significant changes affecting CJBS.

This includes responding to crises such as the pandemic, planning for the 'Future of Work,' undertaking substantial organisational change, and introducing new programmes and research centres. As Secretary of the newly formed CJBS RemCo, you will also work closely with the Chair of the CJBS RemCo and the Vice Dean for Strategy & University Engagement to formulate the School's approach to faculty compensation and reward.

Key responsibilities

The Head of People is a strategic partner of the Dean of Cambridge Judge Business School (CJBS). Responsible for all aspects of the CJBS people strategy they also hold a key leadership role to drive and execute the overarching CJBS strategy through its culture of leadership and management. You will report to the Dean but also have a dotted professional reporting line to the University Assistant HR Director.

Strategy and Planning

- Deliver and continue to refresh and develop the CJBS people strategies, ensuring achievement of agreed outcomes, including regular monitoring and refreshing as necessary.
- Identify and use benchmarked data to inform decision making in relation to the People strategy.



Key responsibilities continued

- Lead the development of effective workforce planning and modelling across the organisation, ensuring the production and implementation of workforce plans in line with our strategic objectives.
- Take responsibility, as a member of the senior management team, for overall performance and the achievement of CJBS's strategic people objectives.
- Drive initiatives of staff and faculty capability development to widen the set of achievable strategic initiatives. Aligning the academic and business strategies with internal capabilities.
- Act as Secretary of the new CJBS RemCo and help shape the School's approach to faculty compensation.
- Ensure that people services are delivered cost-effectively and ensure the most efficient delivery of services such as coaching, training and use of temps, including through partnerships with external providers.
- Oversee the staff budget and including forecasting future costs in line with staff turnover expectations and workforce planning.
- Input into the teaching allocation system (WAS) by working with the Vice Dean of Programmes and Head of Education Quality and Programmes (Doctoral, MPhils, MSt and Tripos) to update and agree the teaching allocation model and the appropriate level of WAS points for different activities as well as determine the appropriate allocation of WAS points for different teaching and administrative duties of faculty.
- Identify areas of surplus and deficits in teaching capacity across CJBS to enable reallocation of faculty resources and determine where the creation of new resources (i.e. faculty positions) should be targeted.

Leadership

- Lead in a way that facilitates the development of direct reports and ensures effective succession planning in teams.
- Promote a positive customer service ethos in response to operational people services, acting as a role model for collaborative working across CJBS departments.
- Promote excellence in Human Resources practice, ensuring compliance with all employment legislation and effective reporting and performance against key metrics.
- Facilitate positive employee relations and provide the Dean and other members of the leadership team with advice and guidance on complex and sensitive Human Resources issues.
- Lead the ongoing development and effective and timely implementation of employment policies, ensuring the confidence of our staff as a fair and responsible employer.
- Provide effective leadership for CJBS, ensuring that a robust system of performance management is in place for professional staff and faculty which provides regular feedback, and identification and action on training and development needs

Organisation and Leadership Development and Talent Management

- Take a lead role in the ongoing development of a highly engaged workforce, aligning organisational development strategy and CJBS vision, values and strategic objectives.
- Working with the Dean, managers and faculty, develop leadership and management capacity and capability throughout CJBS to support enhanced performance, recruitment and retention and job satisfaction and engagement of staff.

Key responsibilities continued

- Provide leadership for the continued evolution of learning and development opportunities for our staff and faculty, working in partnership with other organisations as needed, and fostering innovation and creativity. Actively planning and strategising on the training needs of the faculty and implementing an ongoing training and development programme for the faculty to support the teaching and research deliverables of the school.
- Identify and monitor the CJBS culture so that it supports the attainment of our goals and promotes staff satisfaction.
- Ensure clear, engaging and effective management is in place and provide leadership across the organisation, motivating and inspiring staff at all levels.
- Implement change when necessary, ensuring it is managed in a sensitive manner, demonstrating an understanding of the impact of change.
- Ensure effective working relationships and communications with staff and faculty are maintained and that staff and faculty are motivated, developed, supported and respected.

Engagement and Wellbeing

- The Head of People will be responsible for shaping and delivering the health and wellbeing strategy to create the conditions in which our people can thrive regardless of the pressures and challenges faced.
- Ensuring everyone feels supported through the health and well-being offer; and developing specific approaches to engagement and ideas generation.
- Support the development of a culture where people at all levels feel able and supported to speak up about any concerns they may have.
- Ensuring the delivery of excellent employee experience from pre appointment to post departure.
- Student care and support (complementing university pastoral processes).

Equality, Diversity and Inclusion

- Ensuring diversity and Inclusion in our student and staff populations, in our marketing and teaching materials and as a focus of research.
- Direct the work of the Equality, Diversity and Inclusion Manager to develop an inclusive culture encompassing all our activities and making diversity and inclusion a collective responsibility shared by all our stakeholders
- Deliver the two strands to the CJBS vision for inclusivity:
 1. To identify strategic focus areas, determine targets and measures to evaluate progress towards these targets and put in place the structures, resources and processes to achieve these targets.
 2. To develop and embed a truly inclusive culture for students, staff, faculty, alumni and other CJBS stakeholders.

Internal Communications

- Run and chair termly all-staff meetings, setting the agenda and presenting on relevant topics.
- Run and chair twice termly line managers meetings, providing guidance, updates and information.
- Manage all-staff internal email communications to keep staff informed about matters of importance.
- Ensure the HR Hub and external website are kept up to date on all people related matters.

Management and Supervision

- Lead and manage the HR team.
- Supervise external contractors working on HR activities, for example external coaches delivering the CJBS coaching programme and Mental Health training providers.

Person Specification

Criteria	Essential	Desirable
Experience		
Experience and track record in a relevant senior leadership role within a complex organisation at/or reporting to Board level. Further Education sector experience is preferable.	X	
Strong track record of leading change that improves engagement and empowers employees at all levels.		X
Highly credible people management knowledge and experience applied in advising at Board level on complex people management issues.	X	
Track record of designing and delivering effective and innovative people strategies in complex organisations.		X
Experience of delivering change through partnership working.	X	
Track record of maintaining effective employee relations and involvement.	X	
Leading the inclusion, equality and diversity agenda and influencing/advising on this at Board level.	X	
Experience of leading and motivating teams ensuring they are true partners in the organisation.	X	
Experience of embedding effective leadership development and talent management programmes across organisations.	X	
Experience of development of effective networks, links and partnerships.		X
Skills		
Excellent communication skills	X	
An agent of change, able to shape the future, to enthuse and to influence colleagues and partners.	X	
Understanding of financial management		X
Ability to handle complex data and information effectively and to form creative solutions.	X	
Ability to build strong relationships with stakeholders, faculty, professional leaders and operational managers	X	
Demonstrably open to new ideas and a management style that empowers others and encourages innovation.	X	
Political awareness	X	

Person Specification continued

Criteria	Essential	Desirable
Skills continued		
Strong personal values and integrity that align with CJBS values and the ability to model these as a leader	X	
Ability to achieve results and targets and drive for best performance	X	
Excellent negotiating skills and the ability to close the deal Confidence and resilience; ability to prioritise effectively under pressure	X	
Commitment to openness, honesty, inclusiveness and high standards	X	
Evidence of strong customer focus and a drive to improve services and student experience	X	
A compassionate, inclusive, inspirational and empowering leader who gets the best out of teams and continually strives for improvement	X	
Qualifications		
Hold a Bachelor's Degree or equivalent	X	
Chartered Member or Fellow of CIPD	X	
Evidence of strong continuing professional development	X	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

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

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

Professional Services Values

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



Judge Business School

Cambridge Judge Business School is a remarkable place – a community of scholars, practitioners, leaders, entrepreneurs and change agents – a top 30 global business school within one of the world’s best universities. In fewer than 30 years, Cambridge Judge Business School has forged a reputation as a centre of rigorous research and high-impact transformative education.

About the department

Situated within one of the world’s most prestigious research universities, and in the heart of the Cambridge Cluster (commonly referred to as Silicon Fen), the most successful technology entrepreneurship cluster in Europe and one of the most successful in the world, Cambridge Judge Business School leverages the power of academia for real world impact.

At Cambridge Judge, we focus on the transformation of individuals, organisations and society. We pursue innovation through interdisciplinary insight, entrepreneurial spirit and collaboration with every student and organisation at a deep level. Cutting edge research is rooted to understand and address real-world challenges.

The Cambridge Judge community is encouraged to assess global need, question existing paradigms, and work collaboratively to create real-world change for tangible societal impact.

Undergraduate, graduate and executive programmes attract innovators, creative thinkers, thoughtful and collaborative problem solvers, and current and future leaders, drawn from a diversity of backgrounds and countries.

Applied Thought Leadership

Our academic faculty are world-leading, publish research with impact and are frequently awarded for research and teaching. Cambridge Judge has an outstanding faculty of around 70 members, representing all continents, whose research interests span the globe and the full spectrum of business issues. Many are leaders in their field, conducting cutting-edge research on innovative fields, such as alternative finance, sustainability and gender research, and advising businesses and government.

Our mission is to engage deeply with business, to use our research and teaching to drive action for positive change in society. We have a deep connection to local businesses (e.g., ARM, AstraZeneca, Google, Microsoft and many Silicon Fen companies and startups). We also partner with the Venture Capital and Angel network based in Cambridge, which creates an unrivalled environment for learning and networking. The progress we have already made to achieve these goals mean that Cambridge Judge is highly regarded.



The School of Technology

The School's institutions are:

- the Department of Engineering,
- the Department of Chemical Engineering and Biotechnology,
- the Department of Computer Science and Technology,
- the Cambridge Judge Business School, and
- the Cambridge Institute for Sustainability Leadership.

About the School

The academic departments in the School of Technology are consistently among the top-ranked centres of excellence in the teaching and research of technological subjects, internationally.

The mission of the School of Technology is to provide a focus and framework for its constituent departments to formulate and express views pertinent to technology, methods and processes, both within and outside of the University, recognising that technology has its own priorities and its own criteria for success: above all, technology departments recognise a duty to influence and be influenced by society at large and to work towards the creation of wealth and an improved quality of life.

In pursuit of the School's Vision, we aim to cultivate a well-balanced portfolio of research of the highest quality with a wide range of interests. It is important that the School continues to add value to Departmental activities without seeking to dictate or constrain bottom-up and Departmental initiatives.

With a clear focus on the advancement of technology, we aim to lead the way both in the creation of wealth and in improving the quality of life the School will be well placed to be able to play a strong part in the financial recovery of the University.

The School and its Departments ensure innovations from research and education are shared through the transfer of advances to industry and third-sector organisations. We aim for the School to be the first point of call for companies and organisations around the world that desire to address significant challenges that need technological, innovation, entrepreneurship, or management solutions.



Terms of Appointment

Tenure and probation

Appointment will be made on a permanent basis.

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

Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid 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 41 days 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.

Screening Checks:

This role requires a basic disclosure check and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these check(s); whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

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, Scarlett Armstrong, who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

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

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“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.”

*Professor Deborah Prentice,
Vice Chancellor 2023*



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

The University offers 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.

Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their 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 continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

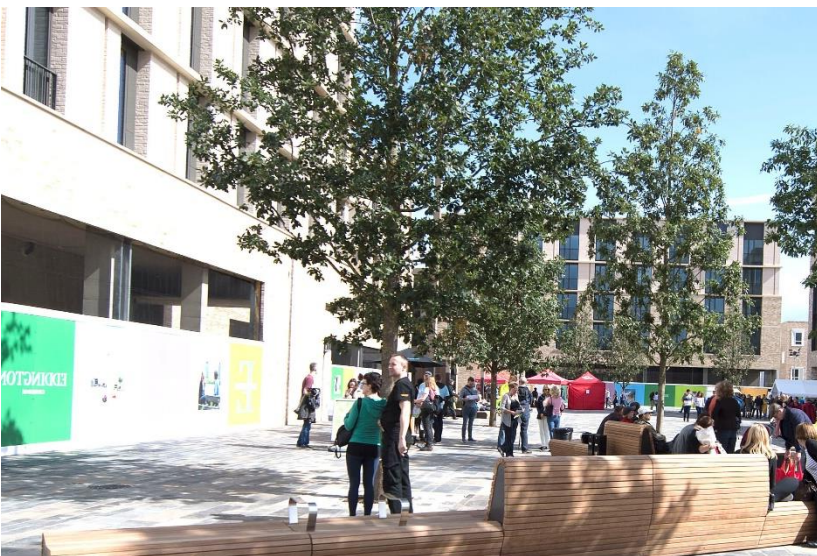
Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are 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 (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

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

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: Scarlett Armstrong
(Resourcing Adviser)

Email: scarlett.armstrong@admin.cam.ac.uk

The closing date for applications is: Friday 7th March 2025

