



UNIVERSITY OF
CAMBRIDGE

KE Hub Coordinator

UK Knowledge Exchange Hub for
Mathematical Sciences

Isaac Newton Institute for Mathematical Sciences

CLOSING DATE: SUNDAY 23 FEBRUARY 2025

Job Reference: LN44759



KE Hub Coordinator

Salary:

£33,232 - £39,105

Contract:

Fixed Term (until 31 December 2025 in the first instance)

Location:

Cambridge

Faculty / Department:

Isaac Newton Institute

Responsible to:

Operations Director, KE Hub

Working Pattern:

Full Time, Monday to Friday (36.5 hours per week)

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

The KE Hub Coordinator is a key member of the KE Hub's small professional services team responsible for coordinating the efficient running of the KE Hub. They will manage KE Hub activities, events, and initiatives, provide the KE Hub's administrative backbone, and develop project plans to support the Management Team in order to ensure smooth running and success of the project.

Key responsibilities

- Provide overall day-to-day coordination of the KE Hub. Establish, develop, and maintain appropriate administration systems and procedures to help ensure KE Hub activity is delivered on time, to budget and to the required quality standards.
- Act as a main point of contact for the KE Hub. Provide a consistent, constant, and professional contact point to represent the Management Team, ensure they are kept informed of progress and respond to and advise the team of any emerging risks.
- Maintain and determine project communications with key stakeholders. Promote and communicate with stakeholders, coordinate the delivery of KE Hub

communications, project manage specific tasks, gather and compile requirements for communications and events, liaise and network with stakeholder group. Liaise efficiently with senior academics, senior professional services staff, and business, industry, and government representatives up to C-suite level.

- Manage project documentation. Create and update documents (e.g. core project documents, publications, benefits realisation plan, accessibility plan, and impact log), develop and improve management systems and processes to ensure quality and audit trails are maintained. Organise and facilitate contributions from stakeholders where appropriate.
- Act as secretary for committees/ meetings, draft presentations, attend meetings, prepare agendas, take minutes, circulate actions, and identify follow-up actions.



Key responsibilities continued

- Provide financial management and administration. Authorise expenditure against budget, report on project finances using University financial system, process expenses claims and invoices, raise purchase orders, procure equipment in accordance with University financial procedures and financial regulations. Manage small budgets for specific initiatives.
- Carry out data analysis on aspects of the KE Hub. Gather, analyse and present data, compile reports, set up databases as required, carry out preliminary research, prepare/draft presentations, prepare briefing notes and correspondence. Create and maintain project database and maintain records in line with best practice.
- Organise, manage, and contribute to content of flagship KE Hub events such as conferences, training sessions, away days, and in-person Board meetings. Make all necessary arrangements such as: book rooms, organise travel, accommodation, catering, prepare and circulate agendas and papers, monitor event budgets.
- Carry out duties related to project publicity. Prepare promotional materials, organise and promote project publicity events, disseminate information using appropriate media, maintain and update websites. Create format for annual report and collate content.
- Organise regular online meetings of the Management Team, Executive Team, and Board, alongside regular online meetings of three project communities. Participate in KE Professionals Forum. Provide executive support service to Operations Director and Scientific Director.
- Coordinate administrative support for all KE Hub initiatives, including preparing call documents, processing applications, and collecting deliverables. Create and maintain a calendar of National KE Events, including, but not limited to, those organised by the KE Hub.
- Provide liaison between the University of Cambridge and the academic members of the Management team (all external), providing advice on matters of policy and procedures as required.

Additional Information

- **Working Conditions** Office based, although hybrid working will be considered. Some travel to similar sites may be required. Normal health and safety requirements will be followed.
- **Physical requirements** Requires normal physical effort associated with an office environment (or equivalent)
- **Sensory requirements** Uses normal office equipment and/ or standard tools.

Person Specification

Criteria	Essential	Desirable
Education		
Educated to degree level / Level 6 vocational qualification or equivalent level of practical experience	✓	
Experience		
Experience in an administrative role	✓	
Experience of developing and reviewing administrative processes and systems	✓	
Experience of event development and delivery		✓
Experience of budget management and financial procedures		✓
Skills		
Demonstrable advanced knowledge of project coordination involving a critical understanding of relevant theory and/or principles	✓	
Excellent organisational skills	✓	
Excellent communication and interpersonal skills	✓	
Excellent minute-taking skills, with accuracy and attention to detail	✓	
High levels of competence in standard software packages e.g. Microsoft Word, Excel, Access, and Outlook.	✓	

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.



UK Knowledge Exchange Hub for Mathematical Sciences [KE Hub]

Launched in 2023, the KE Hub is a coordinated academic response to (i) the 2018 Bond Review (*"The Era of Mathematics"*), which recommended "A national centre in impactful mathematics for the UK should be created to work with industry and government to drive mathematical research through to commercialisation [...] and] act as a national KE hub", and (ii) the subsequent 2021 consultation document entitled *A Knowledge Exchange Connected Centres Network for Mathematical Sciences*. Our website is: <https://www.kehubmaths.co.uk/>

The KE Hub is funded by INI until 30 September 2025, and has been recommended for stand-alone EPSRC funding for "Phase 2" for four years from 1 April 2025 (funds are expected to be received by the end of March). This new grant will initially be held at INI but in the spring of 2025 there will be a national call to relocate the grant to another university; the grant will move by January 2026.

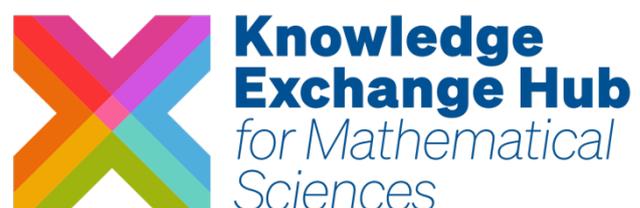
The KE Hub's **vision** is *to be an outward-facing, inclusive organisation bringing the most appropriate UK-wide well-trained mathematical sciences talent to bear on challenges arising in business, industry, and government for the mutual benefit of all parties*. We define "knowledge exchange" as the collaborative activities that universities undertake with non-academic partners where ideas, evidence, and expertise are exchanged. We encourage engagement by all mathematical scientists, irrespective of disciplinary area, location, or KE experience, and welcome Business, Industry, and Government [BIG] partners of all sizes, in all sectors and with all levels of mathematical sciences [MS] expertise.

We aspire to make KE routine for academic mathematical scientists, and support them and BIG partners to make this a reality. We work in close partnership with the existing national MS infrastructure at the Isaac Newton Institute (INI), International Centre for Mathematical Sciences, and Innovate UK Business Connect,

and aim to influence, nurture, and support all UK MS KE activity, irrespective of organiser.

The KE Hub is a mainly virtual organisation, with the key team members working remotely across the UK. The Management Team in Phase 2 will comprise the Scientific Director (currently Chris Breward, University of Oxford; Project Lead), three Co-Leads (Collin Bleak [St Andrews], Christine Currie [Southampton], Eleanor Stillman [Sheffield]) and an Operations Director. The KE Hub has an Executive Team which builds outwards from the Management team and includes Super Champions (members of the community running specific projects) and representatives of other parts of the national Mathematical Sciences infrastructure. The KE Hub is supported by an Advisory Board. There will be three full-time staff: the Operations Director, the Coordinator, and a BIG Relationship Manager.

The KE Hub has created three core communities: (i) KE Champions, representing mathematical sciences departments, (ii) KE Professionals', with members from universities and national infrastructure, (iii) BIG partners. The KE Hub organises regular online activities to enhance and enable MS KE, including Triage Workshops and Training Courses, and regular community meetings are held virtually and involve good-practice sharing. These are punctuated by an annual in-person event. The KE Hub supports pre-existing MS activity including virtual and in-person Study Groups and, in Phase 2, will provide co-funding for a significant number of short pump-priming projects. Further details will be provided to short-listed candidates.



The Isaac Newton Institute for Mathematical Sciences

The Isaac Newton Institute for Mathematical Sciences (INI) is a national and international visitor research centre running programmes on selected themes, with applications in a wide range of societal, scientific and technological areas. It attracts over 3000 leading scientists per year, both from the UK and from overseas, to interact on research over extended periods. Researchers are invited personally to participate in the research programmes and/or the workshops which form part of the Institute's activities.

The Scientific Steering Committee (SSC) has representatives from across the mathematical sciences and provides expertise and advice. The Management Committee provides oversight of the management of the Institute including of its operational and financial management.

About the Institute

The Director and part-time Deputy Director are the only academic staff. There is a professional services team of around 25 members of staff who look after all aspects of the operational management of the Institute. This includes programme and event organisation, the visitor programme including accommodation, communications, HR and financial administration. The professional services team report to the Business and Operations Manager and Deputy.

The Newton Gateway to Mathematics is the impact initiative of the INI, acting as a knowledge intermediary for the mathematical sciences. It engages with the users of mathematics – in industry, business, public sector and other scientific disciplines.

The Institute has a dedicated building located on the Centre for Mathematical Sciences site at the University of Cambridge, with access to all the facilities of the University.

Further information about the Institute is at www.newton.ac.uk.



School of the Physical Sciences

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

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

About the School

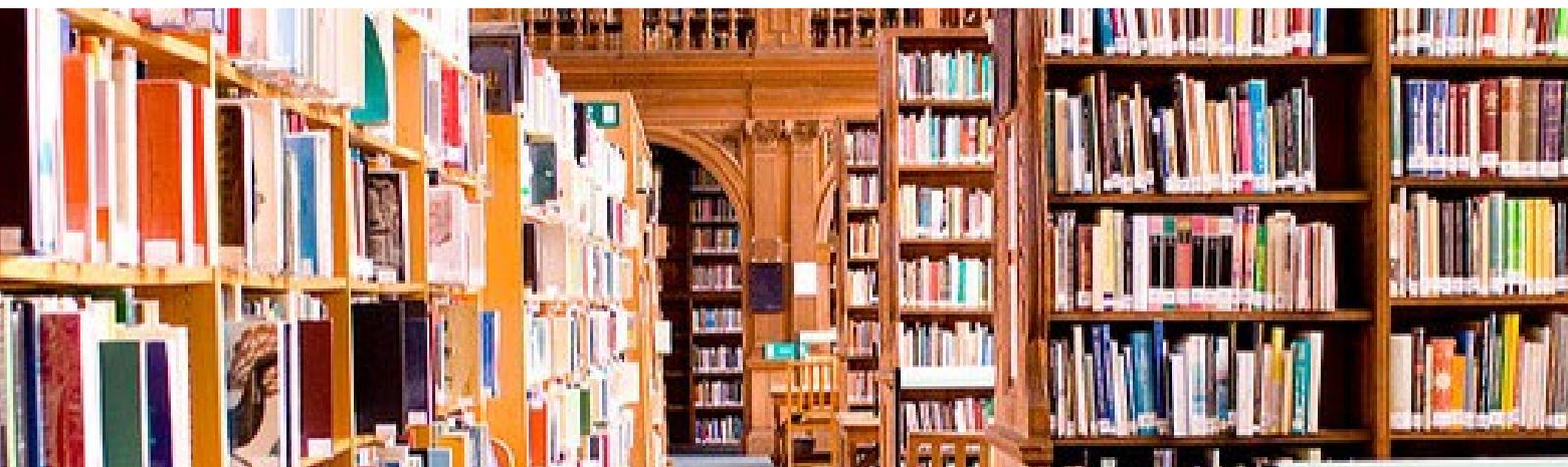
The School of the Physical Sciences comprises the following Departments:

- Applied Mathematics and Theoretical Physics (DAMTP)
- Chemistry
- Earth Sciences
- Geography (including the Scott Polar Research Institute)
- Institute of Astronomy
- Isaac Newton Institute for Mathematical Sciences
- Materials Science and Metallurgy
- Physics (Cavendish Laboratory)
- Pure Mathematics and Mathematical Statistics (DPMMS)

The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources.

The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

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



Terms of Appointment

Tenure and probation

Appointments will be made on a fixed-term basis until 31 December 2025, since this role relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues. Appointments will be subject to satisfactory completion of a three-month probationary period.

The KE Hub grant will move to another host institution in January 2026. There is the possibility of this role moving employer with the grant, subject to agreement by all parties. Any appointments to this role after the end of 2025 will be subject to a separate contract.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday. However, part time working or flexible working will be considered.

Pension

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

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public

holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

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

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

Qualifications

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

References - offers of appointment will be subject to the receipt of satisfactory references.

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 PA to the Business and Operations Manager (pasupport@newton.ac.uk) to arrange a time to discuss this matter.

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.

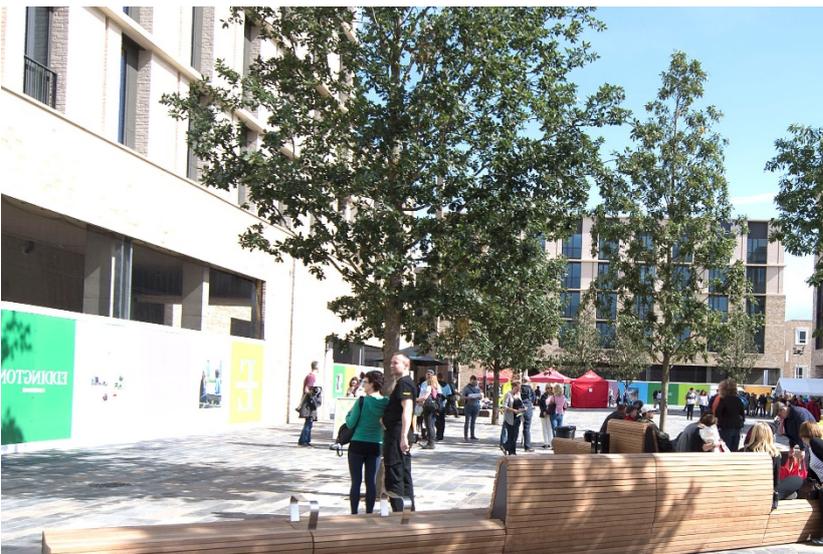
Relocation Support

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:

Clare Merritt, Interim KE Manager, KE Hub
Tel: 01223 765580 **Email:** c.merritt@newton.ac.uk

If you have any queries regarding the application process, please contact:

Lianne Sallows
Email: pasupport@newton.ac.uk

Please quote the job reference number on all correspondence (LN44759).

The closing date for applications is Sunday 23 February 2025.

The interview date is expected to be Monday 10 March 2025 (subject to confirmation).

