

# Administrative Assistant

Department of Haematology

Closing date: 23<sup>rd</sup> February 2025

Job Reference: RW44939



# Administrative Assistant

**Salary:**

£26,038 - £30,505 (Grade 4)  
Dependent on experience

**Contract:**

Fixed Term to 31 March 2028  
(in the first instance)

**Location:**

Cambridge Biomedical Campus,  
Cambridge, CB2 0QQ (approx 2  
miles south of city centre)

**Faculty / Department:**

NIHR BioResource for  
Translational Research,  
Department of Haematology

**Responsible to:**

Senior Study Coordinator

**Working Pattern:**

Full Time / Part-time (80%) will  
be considered

The NIHR BioResource  
currently operates a Hybrid  
Working model.

**Purpose of the role**

NIHR BioResource for Translational Research (NIHR BioResource) is seeking an Administrative Assistant to support the process of enrolling large national cohorts of healthy volunteers and patients into the NIHR BioResource and their participation in subsequent research studies.

You will provide administrative support to the process of recruiting volunteers into the NIHR BioResource, including liaison with the recruitment teams to obtain the relevant information such as health questionnaires. You will also assist in the processing of paperwork and updating databases relating to volunteer participation. The role holder will prepare study materials for NIHR BioResource volunteers and the recruitment sites.

The role holder will be one of the primary points of contact for BioResource volunteers and recruitment sites, responding to all standard queries (via email or telephone) about the recruitment process. The role holder will report to, and work closely with, the Senior Study Coordinator, ensuring that all data is recorded accurately and processed in line with data protection regulations.

**About Us**

Our mission is to **facilitate human health research** and its **transformation into medical practice**. NIHR BioResource is a unique and powerful resource for studying disease mechanisms and investigating the links between **genes**, the **environment**, **health** and **disease**, enabling scientific discoveries and facilitating translational medicine for the benefit of patients.

We have over **300,000** consented volunteers with and without health conditions, who are willing to participate in academic and industry-led experimental medicine and clinical research studies. Recruitment is on a national and local level, with 18 local BioResource centres spread across England, including one centre in Cambridge.

The NIHR BioResource is based on two stages:

**Stage 1**

- Recruitment of research volunteers.
- Collection of their personal details and, health and lifestyle information.
- Access medical records and collection of a biological sample.

**Stage 2**

- Recall enrolled research volunteers according to their genotype and/or phenotype for participation in research studies or in clinical trials.

See *NIHR BioResource for Translational Research* and our website ([www.bioresource.nihr.ac.uk](http://www.bioresource.nihr.ac.uk)) for more information

The post is available on a fixed-term basis until 31 March 2029 in the first instance. NIHR BioResource is funded by the National Institute for Health & Care Research (NIHR) on a 5-year funding cycle. It was announced last



# Key Responsibilities

Key Responsibilities
<p><b>Administrative Service 50%</b></p> <ul style="list-style-type: none"> <li>• Ensuring volunteer paperwork is up to date and that a complete set of records is held, and if necessary, chasing outstanding information with the volunteers.</li> <li>• Collecting and processing of incoming and outgoing mail. Collating letters and documents for mailing.</li> <li>• Scanning, checking and shredding confidential study paperwork.</li> <li>• Making sample collection packs and mailing to volunteers and recruitment sites.</li> <li>• Providing clerical support to members of the team as required.</li> <li>• Manage stock storage and office supplies. Liaise with the BioResource finance team and University suppliers to ensure sufficient stock is held for volunteer recruitment.</li> </ul>
<p><b>Data Recording 35%</b></p> <ul style="list-style-type: none"> <li>• Data entry and data verification onto the NIHR BioResource participant communication database.</li> <li>• Being responsible for keeping accurate, highly confidential written and computerised recruitment database records, including data input, retrieval and storage.</li> <li>• It is essential that the data processing is compliant with data protection regulations, e.g. that it is kept secure at all times, with access given only to the relevant BioResource staff.</li> </ul>
<p><b>Communication 15%</b></p> <ul style="list-style-type: none"> <li>• Act as primary point of contact for enquiries and responses to queries from the general public and recruitment sites.</li> <li>• Respond to study pack requests from recruitment sites.</li> <li>• Administrative support for project meetings such as diary management, room booking and minute taking.</li> <li>• Attend events alongside other members of the Recruitment Team to raise awareness of the BioResource.</li> </ul>
<p><b>Any other responsibilities commensurate with the grade and position</b></p>

# Person Specification

Criteria	Essential	Desirable
<b>Education &amp; Qualifications</b>		
Educated to at least A Level standard with GCSE Mathematics and English or hold equivalent qualifications or have equivalent practical experience.	✓	
<b>Specialist Knowledge &amp; Skills</b>		
Highly competent in the following: Word processing, Excel spreadsheets and databases. Familiarity with email packages such as Outlook.	✓	
Good keyboard skills.	✓	
Excellent written and verbal communication skills.	✓	
<b>Interpersonal &amp; Communications Skills</b>		
Excellent interpersonal skills to be able to answer questions from research volunteers, ensuring they have the necessary information to make an informed decision to enrol to the BioResource.	✓	
<b>Relevant Experience</b>		
Relevant experience in a clerical/office post ideally acquired through working in Higher Education, the NHS or in a research/medical institution.	✓	
Experience of inputting data accurately.	✓	
<b>Additional Requirements</b>		
Excellent organisational skills to be able to prioritise tasks.	✓	
A flexible approach to work.	✓	
The ability to work independently to a high degree of accuracy and efficiency.	✓	
Able to deal appropriately with confidential and sensitive data.	✓	
Good Clinical Practice training is essential and will be provided.		✓

# 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	D
Communication	C
Innovation and Change	D
Negotiating and Influencing	D
People Development	D
Relationship Building	C
Strategic Focus	D

# NIHR BioResource for Translational Research

The NIHR BioResource for Translational Research is a major nationally accessible resource that includes over 250,000 volunteers who have provided information related to their health and lifestyle and biological samples, including DNA, consented to be recalled for biomedical research studies according to their phenotype and/or genotype, and have given permission to access their medical records. High density array (Affymetrix UK, Thermo Fisher Biobank Axiom® Array) is in process to facilitate recall, and phenotyping platforms such as metabolomic profiling (Metabolon, RNA sequencing) have been available to some of the cohorts, generating vast amounts of data.

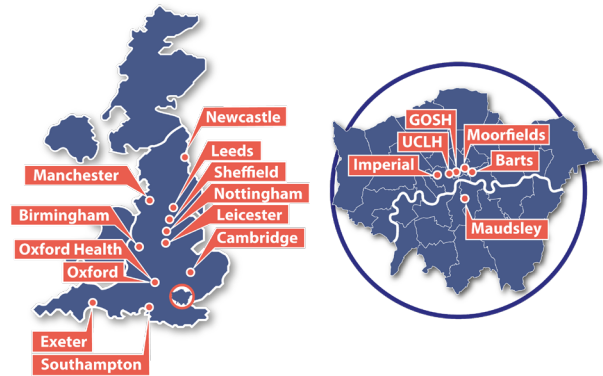


The NIHR BioResource comprises three arms:

1. Common diseases, such as Inflammatory Bowel Diseases (IBD), Immune Mediated Inflammatory Diseases (IMID), Non-Alcoholic Fatty Liver Diseases (NAFLD), Mental Health and more recently COVID-19.
2. General population, predominately blood donors recruited in partnership with NHS Blood and Transplant (NHSBT) and D-CYHPR, the Children and Young People's Health Resource.
3. Rare Disease patients and their relatives.

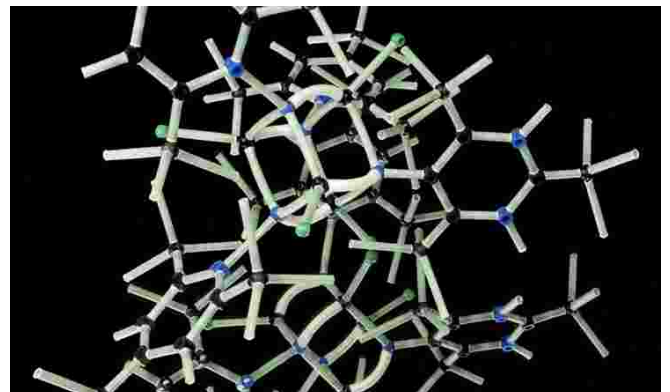
Common Diseases and general population volunteers are recruited into the BioResource's Research Tissue Bank, however Rare Disease participants are recruited to the NIHR BioResource – Rare Diseases, which is a portfolio study.

The NIHR BioResource has 18 core centres that receive funding to recruit across all cohorts, with multiple NHS Trusts and sites actively recruiting into BioResource portfolio studies, such as IBD, Rare Diseases, Genetic Links to Anxiety and Depression (GLAD), Eating Disorders Genetic Initiative (EDGI), NAFLD and IMID.



The unique feature of the NIHR BioResource is its ability to recall these participants and invite them to further studies. The genotypic, phenotypic and clinical data will be accessible for cohort identification to facilitate Stage 2 (recall studies). Researchers from the UK and overseas may apply to access data, samples, or for NIHR BioResource to facilitate an active Stage 2, for example, recalling volunteers with a specific genotype to take blood samples to look at platelet activation. NIHR BioResource has facilitated over 300 Stage 2 studies for research into common and rare diseases, encompassing wide-ranging processes, for example, measurements such as Full Blood Counts, body fat compositions, facilitating studies within NHS facilities where skin biopsies were taken, and using technology for patient questionnaires, cognitive and memory tasks.

The NIHR BioResource aspires to facilitate important scientific research, in collaboration with the thousands of participants that have joined, the NHS Trusts and NHSBT sites, and the researchers that are actively using BioResource to identify specific cohorts in a bid to drive discoveries in healthcare and advance the field.



An atlas of genetic scores to predict multi-omic scores: check out our [recent article](#) about how BioResource volunteer data has contributed to a major new study that was published in the scientific journal *Nature*.

# Department of Haematology

The Department of Haematology is located at the Cambridge Biomedical Campus and the Wellcome Trust Genome Campus. It has laboratories in the [Cambridge Institute for Medical Research](#), The Clifford Allbutt Building, the [NHS National Blood and Transplant Blood Centre](#) and the Wellcome [Sanger Institute](#).

The Jeffrey Cheah Biomedical Centre (JCBC) is a £94M state of the art research building on the Cambridge Biomedical Campus which opened in 2019. It brings together the groups working on haematopoiesis and haematological malignancies within the Cambridge Stem Cell Institute to form a fully integrated, vibrant and cohesive stem cell community.

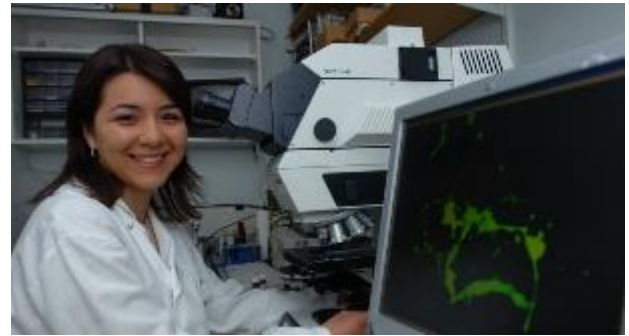
The department has four main goals:

- To conduct internationally competitive biomedical research.
- To provide education in medical aspects of haematology to undergraduate scientists and medical students.
- To provide postgraduate education, largely through the provision of PhD students.
- To contribute to the clinical activities of the [Addenbrooke's Department of Haematology](#).



## Our research

Research in the department falls into three main areas with major relevance for human disease. The Haematopoiesis and Haematological Malignancies Group, based in JCBC and the Cambridge Institute for Medical Research (CIMR), the Structural Medicine and Thrombosis Group, based in CIMR and the Transfusion Medicine Group based in the NHS Blood and Transplant Blood Centre and JCBC.



**Haematopoiesis and haematological malignancies.** Haematopoiesis represent the best characterised adult stem cell system and continues to provide important paradigms for understanding other stem cells as well as cancer biology. The focus of this group continues to be the biology of blood stem and progenitor cells, and the mechanisms whereby such cells are subverted to form haematological malignancies.

**Structural medicine and thrombosis.** Structural biology gives an unparalleled insight into the molecular details of biological mechanisms, an insight that has the potential to lead to rationally-designed therapies. Research focuses on the molecular mechanisms controlling blood coagulation and on protein crystallography.

**Transfusion medicine.** Research focuses on the haematopoietic stem cell niche, biology and genomics of megakaryocytes and platelets production from human pluripotent stem cells.



Professor Brian Huntley, Head of Department

# 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

Your employment relies on the availability of finite funds for a specific purpose that are not part of the university's general revenues. The post is available on a fixed-term basis until 31 March 2028 in the first instance. NIHR BioResource is funded by the National Institute for Health & Care Research (NIHR) on a 5-year funding cycle. It was announced last year that NIHR BioResource will receive new funding over the next 5 years.

Appointments will be subject to satisfactory completion of a six-month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are full-time, 36.5 hours per week, working Monday – Friday. However, applications for part-time working will be considered. We are very open to discussion on flexible working, including hybrid working (i.e. mixture of home and workplace working). Your times of work will be notified to you by your institution.

## Pension

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

## Annual leave

Full time employees are entitled to annual paid leave of 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 Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via:

[cshrstaffhub@admin.cam.ac.uk](mailto:cshrstaffhub@admin.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.

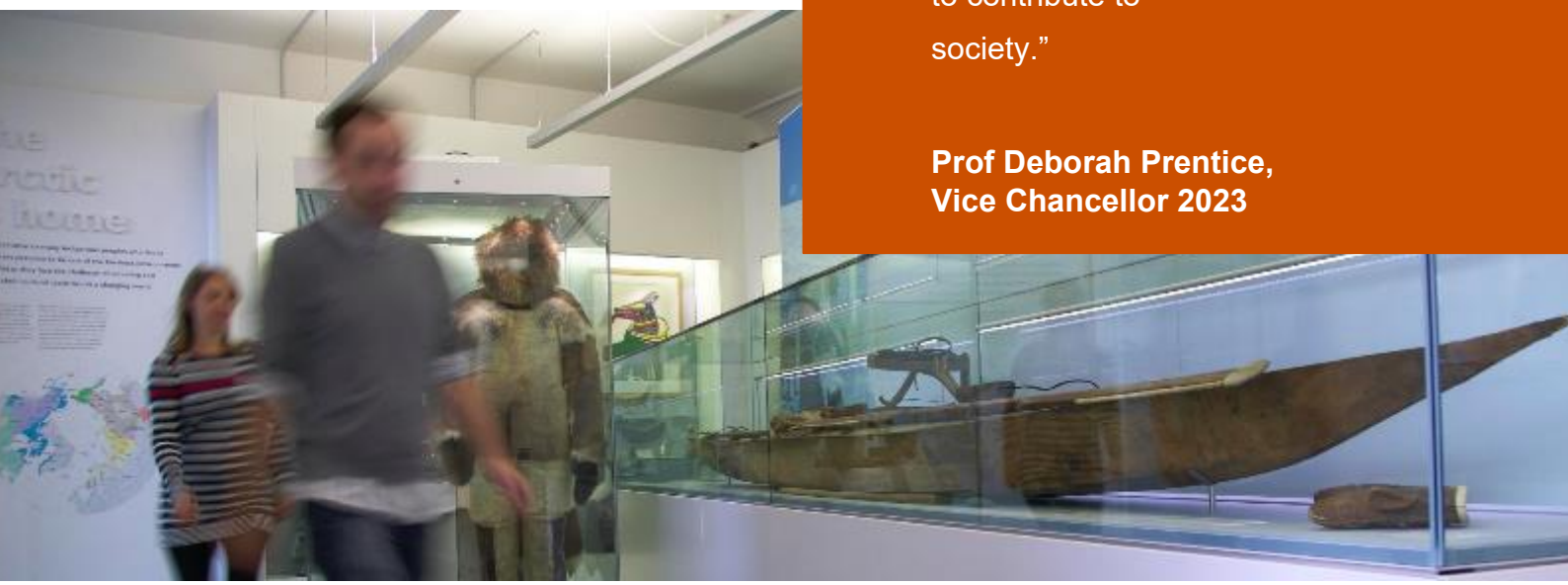
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic 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**



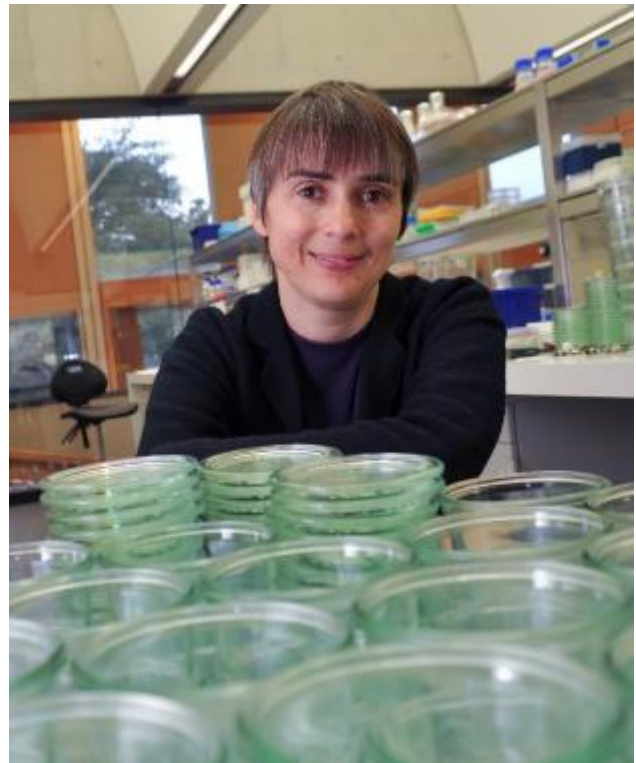
# Working at the University

**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](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

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:

**Katie Mills – Research Volunteer Recruitment Manager**

**Email:** [Katie.Mills@bioresource.nihr.ac.uk](mailto:Katie.Mills@bioresource.nihr.ac.uk)

If you have any queries regarding the application process please contact **Chloe Caley-Light, Senior Business Administrator**, [Chloe.Caley-Light@bioresource.nihr.ac.uk](mailto:Chloe.Caley-Light@bioresource.nihr.ac.uk).

The closing date for applications is: 23<sup>rd</sup> February 2025

The interview date for the role is: shortly after the closing date