

# HR Coordinator

Department of Computer Science and Technology

Closing date 9<sup>th</sup> March 2025

Job Reference: NR45081



# HR Coordinator

**Salary:**

£30,805 - £35,116

**Contract:**

Fixed Term

**Location:**

West Cambridge

**Faculty / Department:**Computer Science and  
Technology**Responsible to:**

HR Manager

**Working Pattern:**

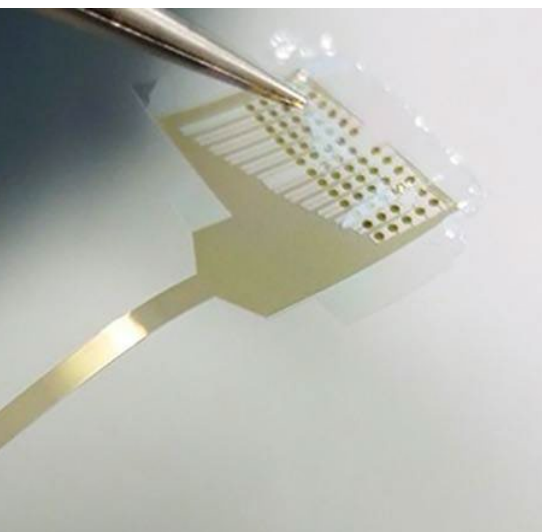
Full Time

**Purpose of the role**

To co-ordinate a comprehensive HR, payroll and Compliance support service for all staff in order to support the effective operation of the department.

**Key responsibilities**

- Provide clear and accurate advice to individuals and managers on HR policy and employment relations issues such as staff welfare, disciplinary/grievance, terms and conditions of employment (e.g. holiday entitlement, sick leave, maternity/ paternity leave, compassionate leave, leave of absence, hours of work, pay scales), referring to the HR Manager or central HR as necessary.
- Assist with the development of HR policies and procedures and provide HR guidance
- Co-ordinate the recruitment processes. Write role descriptions in consultation with the PI/line manager, provide advice on selection criteria, advertising and interview activity as part of an inclusive recruitment process, prepare recruitment paperwork, collate applications, make interview arrangements.
- Ensure necessary pre-employment paperwork is completed and set up recruitment files, coordinate new starter processes and conduct HR induction for new staff, and ensure induction for new staff is completed by the line manager.
- Co-ordinate compliance procedures for new starters and those needing visa extensions Advise staff on their options and liaise with the University's compliance team. Ensure that paperwork is completed and submitted in a timely manner.
- Co-ordinate probation and appraisal procedures.
- Ensure new starters and managers are aware of their responsibilities, ensure paperwork is completed and record the information on the university HR information system, oversee the appraisal administration and maintain up to date records for all staff, induct staff on HR procedures.



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Key Responsibilities continued

- Carry out general administration relating to HR processes using the HR system for the University. Be the first point of contact for HR, and payroll matters, develop and maintain accurate HR filing system, ensure they meet GDPR requirements.
- Maintain records of sickness/ absence and annual leave , update HR information, identify and communicate any changes to processes and procedures.
- Follow the leaver process, including ending of the fixed-term contract policy.
- Perform payroll related duties with regard to CCWS workers in the Department. Initiate worker agreements, undertake RTW checks, receive and check timesheets, ensure documentation is correct and pass to the Finance office for payment.
- Ensure paperwork is completed and received in line with the monthly deadlines related to all payroll related duties. Submit HR paperwork for new starters to payroll carrying out online checks with regards to new bank account details when necessary.
- Assisting with the completion of documentation for Central HR regarding amendments to fixed term and open ended researcher contracts.
- Assisting Line Manager's with sourcing temporary staff via the University Temporary Employment Services division and related correspondence.
- Drawing up of letters of correspondence for employees regarding proof of employment.
- Co-ordination of Visitors agreement process including visiting students. Work in consultation with PI/Reception and visiting student to collate supporting documentation/information on visa application where appropriate.
- Attend relevant HR meetings, take notes and report back to relevant staff as necessary. Diary management, preparation of documents including confidential correspondence.
- Attend School HR Forum meetings when required and relevant training and development. Maintain up-to-date knowledge of HR best practice, legislative changes, and case law
- Provide any relevant training to any new members of the HR Team.
- Support the line manager with administration tasks related to any general administrative tasks or duties appropriate to the grade as required by the line manager or Departmental Secretary.
- Process invoices and orders, expenses claims and handle petty cash, if required.

# Person Specification

Criteria	Essential	Desirable
Education & qualifications		
Educated to HND/HNC level 4/5 vocational qualification or equivalent level of practical experience	✓	
Specialist knowledge & skills		
Demonstrate factual and theoretical knowledge of HR Administration	✓	
Competent user of Microsoft office	✓	
Excellent planning and organisation skills	✓	
Excellent communication & interpersonal skills	✓	
Relevant Experience		
Experience working administratively in an HR area	✓	
Experience in working with multiple processes and working to tight regulations	✓	

# Computer Science and Technology



**The Department of Computer Science and Technology is an academic department that encompasses computer science along with many aspects of engineering, technology and mathematics. We have a world-wide reputation for academic research with consistent top research ratings. Professor Alastair Beresford is the Head of Department.**

The Department has around 340 people engaged in research: academic staff, research associates, and PhD students. Research is carried out across a broad range of subjects within Computer Science. The Department carries out research across the computer science field and encourages the development of new technologies and applications. You can read more about research here in the [Environment Statement](#) submitted to the most recent REF (Research Excellence Framework) – the system for assessing the quality of research in UK higher education institutions. All aspects of our

research environment were rated 'world-leading'.

The Department has an open and collaborative culture, supporting revolutionary fundamental computer science research, strong cross-cutting collaborations internally and externally, and ideas which transform computing outside the University. Please follow the links to the Themes at:

<https://www.cst.cam.ac.uk/research> to find out more about our research.

Support staff play a key role in supporting the Department's academic and research endeavours. The Department provides a stimulating environment that promotes a strong sense of community, whilst valuing and recognising individual contributions.



# The School of Technology

The School of Technology is an administrative grouping of five related institutions: the Department of Chemical Engineering and Biotechnology, the Department of Computer Science and Technology, the Department of Engineering, the Cambridge Judge Business School and the Cambridge Institute for Sustainability Leadership. The School contains over 200 permanent academic staff and around 2,800 students.

## About the School

The aim of the School of Technology is to provide a focus and framework for its constituent institutions to formulate and express views pertinent to technology. 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.

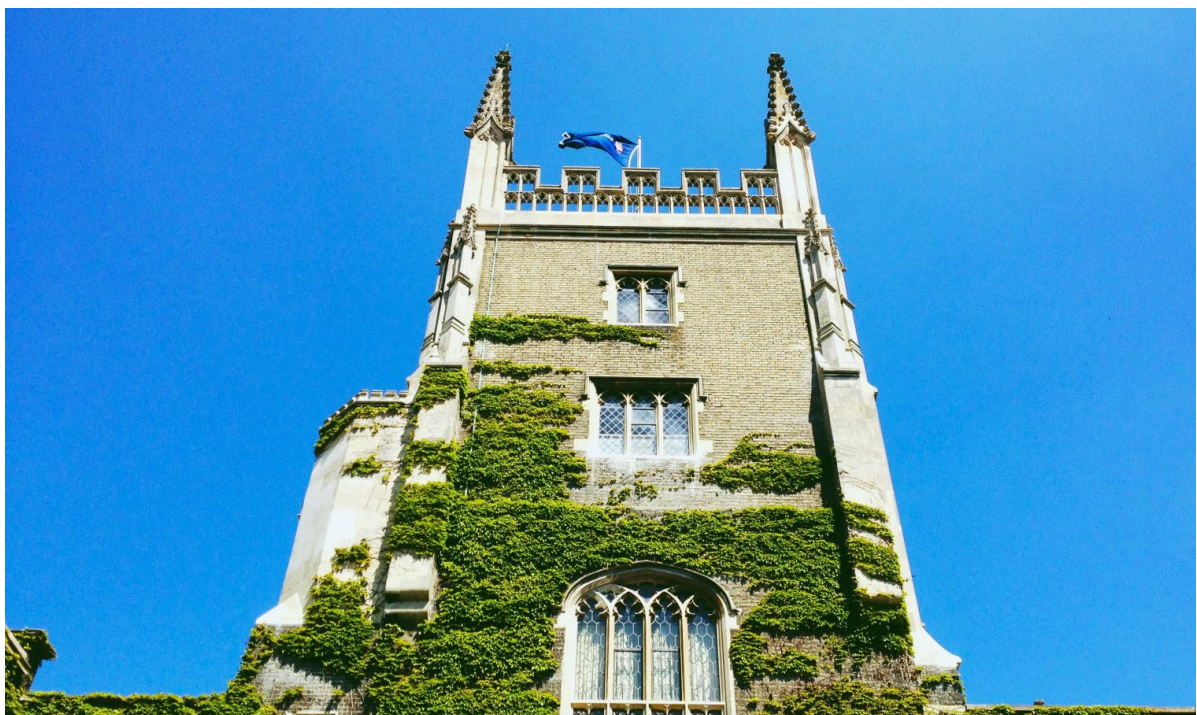
## Vision: Advance the frontiers of technology

The constituent academic departments in the School aspire to be internationally top-ranking centres of excellence in the teaching and research of technological subjects.

## Mission: Provide excellent teaching and perform quality research

The School provides quality education at undergraduate and postgraduate level to students selected on intellectual merit, regardless of gender, race or disability. Our high-calibre graduates play leading roles in industry, the professions and academia.

We aim to cultivate a well-balanced portfolio of world-class research. With a clear focus on the advancement of technology, we will lead the way in the creation of wealth and in improving quality of life, by increasing the efficiency of existing technologies, by optimising the use of our natural resources and by preserving our environment.



# Terms of Appointment

## Tenure and probation

Fixed-term. The funding for this appointment is available for 3 years in the first instance.

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

## Hours of Work and Working Pattern

The appointment is full time, 36.5 hours per week, working Monday – Friday.

## 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.



# The University

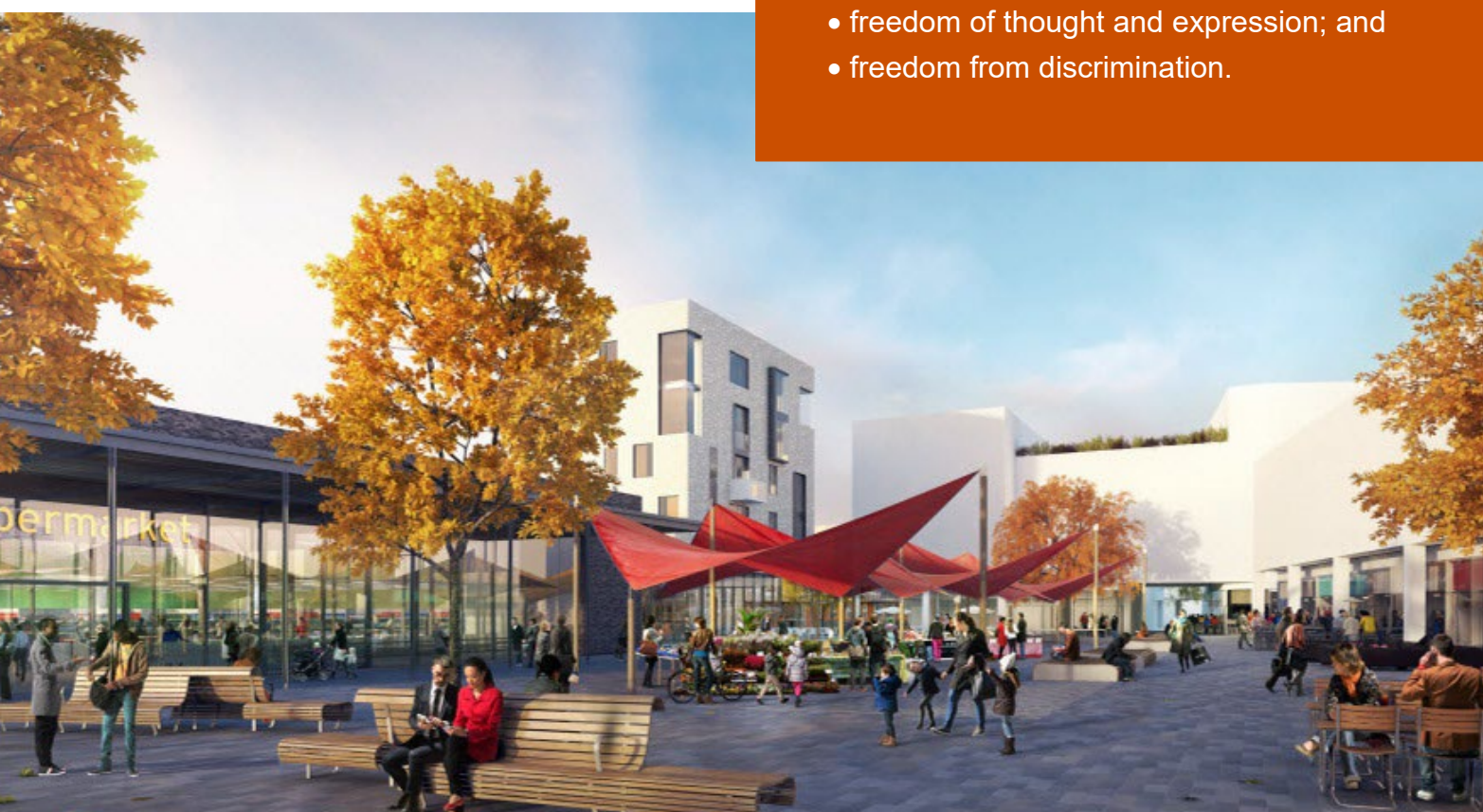
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates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



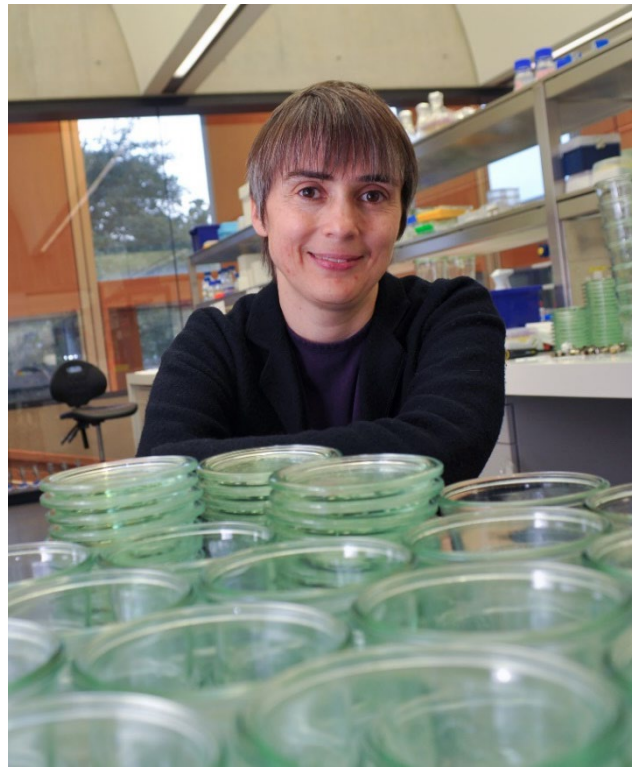
# Working at the University

**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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.





# 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 **Alicja Zavros, HR Manager** at [hr-manager@cst.cam.ac.uk](mailto:hr-manager@cst.cam.ac.uk)

If you have any queries regarding the application process, please contact Alicja Zavros at [hr-manager@cst.cam.ac.uk](mailto:hr-manager@cst.cam.ac.uk)

The closing date for applications is: 9<sup>th</sup> March 2025