



UNIVERSITY OF
CAMBRIDGE

MPhil and PhD Programmes Administrator

Institute of Criminology

CLOSING DATE –27th April 2025

Job Reference: JL45511



MPhil and PhD Programmes Administrator

Salary:

£30,805 - £35,116

Contract:

Fixed Term (Maternity Cover)
– 12 months or the return of
the post holder, whichever is
earlier

Location:

Cambridge

Faculty / Department:

Institute of Criminology

Responsible to:

Senior Graduate Coordinator

Working Pattern:

Full Time

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 Institute carries out primarily postgraduate teaching, including an MPhil in Criminology, a PhD programme and two MSt programmes.

A team of two MPhil and PhD Programmes Administrators are responsible for the administrative support of the department's MPhil and PhD programmes, from initial point of student enquiry through to application and admission, induction, tracking of progress, assessment and final examination.

The roles support the Course Directors and Academics involved in MPhil and PhD course delivery.

Key responsibilities

- Develop and maintain all administrative procedures within the Graduate Office, reviewing processes and developing systems to improve efficiency, as required. Identify and share areas of good practice and propose possible solutions to problems.
- Co-ordinate assessment and examination processes and ensure they run smoothly and comply with University regulations. Liaise between candidates,

assessors and examiners (both internal and external). Ensure all parties are aware of the implications of the Freedom of Information Act.

- Deal with enquiries from current and prospective students regarding the course such as application process, funding and course requirements. Advise on procedures and University regulations. Coordinate application process. Maintain confidential student records in compliance with data protection. Liaise with the Accessibility and Disability Resource Centre as required, ensure that support systems are in place if required and that relevant staff are aware of requirements.
- Oversee financial administration within the MPhil and PhD programmes. Manage budgets, track income and expenses, check and approve claims, monitor and report income and expenditure. Oversee and process funding applications for both new and existing graduate students within the



Key responsibilities continued

- Department. Advise students on eligibility and assist with timely and efficient applications and evaluation process. Maintain records of student funding allocation, ensure prompt payment of fees and maintenance.
- Support research, teaching and learning. Work closely with MPhil Director, PhD Director and Senior Graduate Coordinator to contribute towards the organisation of teaching and learning activities and events. Organise lectures and provide administrative support for all aspects of teaching delivery including timetabling, maintaining attendance records, preparing and distributing course materials and supporting hybrid teaching as required. Gather and process student feedback, distribute feedback to relevant staff members.
 - Act as secretary to committees including Student Staff Liaison Committee and Board of Examinations meetings for MPhils arrange and attend meetings. Provide input/advice on issues related to the administration of the MPhil and PhD programmes to various forums/committees, both internal and wider University. Work in conjunction with PhD Director to deliver Institute's PhD student training support and development programme.
 - Gather, manipulate and present data on MPhil and PhD students for analysis by senior management or internal committees.
 - Prepare and edit the MPhil and PhD Student Handbooks and the MPhil supplementary handbook for academics. Edit and distribute the weekly Student Bulletin. Prepare handbooks and programmes for inductions events for new students.
 - Coordinate production of marketing material and course information in consultation with course Directors and Senior Graduate Coordinator. Organise graduate student events. Maintain, review and update website.
 - Provide general administrative support (commensurate with the grade of the role) in other areas of the Institute, as and when requested by the Senior Graduate Coordinator or Institute Administrator.

Person Specification

Criteria	Essential	Desirable
Education		
Educated to A level standard or equivalent professional qualifications with substantial experience	✓	
Experience		
Experience of successfully implementing and contributing to the development of administrative systems and processes.	✓	
Experience of entering and collating information accurately onto databases and records	✓	
Experience of postgraduate administration within the University	✓	
Skills		
Excellent IT skills for administrative purposes, including email, word processing, spreadsheets, Sharepoint and experienced in CamSIS	✓	
Basic web editing		✓
Ability to develop and apply knowledge of University/Institute policies, regulations and procedures as they relate to graduate administration, as well as relevant legislation, and to advise accordingly.	✓	
Ability to deal sensitively and effectively with a wide range of people at all levels	✓	
Well-developed communication skills, both oral and written. Ability to draft clear and accurate correspondence.	✓	
Excellent organisational skills, and the ability to manage and prioritise a heavy and varied workload, working efficiently and flexibly to meet deadlines.	✓	
Capacity for independent working and using initiative (including problem solving), as well as the ability to contribute as an active member of the team within the Institute in a collaborative and supportive manner.	✓	
High degree of accuracy and excellent attention to detail.	✓	
Ability to learn new skills quickly and apply them to the job, including a willingness to embrace changing technologies as required.		✓
Experience of managing budgets		✓

The Institute of Criminology

The Institute of Criminology at the University of Cambridge, UK, has a worldwide reputation for excellence in both research and teaching.

Originally founded by [Sir Leon Radzinowicz](#) in 1959, was one of the first criminological institutes in Europe and has exerted a strong influence on the development of the discipline. Many of the academic staff are international leaders in their fields. Staff hail from multidisciplinary international backgrounds and their interests cover a broad range of topics. In recognition of their outstanding research, Cambridge criminologists have been awarded numerous prestigious international awards.

The Institute is a thriving research and teaching department of around 50 members of staff (academic, research and administrative staff). The teaching carried out by the Institute is primarily postgraduate, although undergraduate courses are taught across the Faculty of Law, Human, Social, and Political Sciences, and Psychology and Behavioural Sciences.

Information about our teaching and research can be found here on our [courses](#) and [research](#) pages.

The Institute is one of the leading criminology departments in the world with a strong reputation in both basic and applied research. The Institute runs two MPhil. programmes (the MPhil in Criminological Research and the MPhil in Criminology), as well as a PhD programme. In addition to these full-time courses, the Institute runs two part-time MSt programmes for senior criminal justice practitioners.

The Institute is also home to the [Radzinowicz Library](#), which houses the most comprehensive criminology collection in the United Kingdom.

The Institute of Criminology, as with the University of Cambridge as a whole, is committed in its pursuit of academic excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.



The School of Humanities and Social Sciences

The Institute of Criminology is within the School of the Humanities and Social Sciences.

About the School

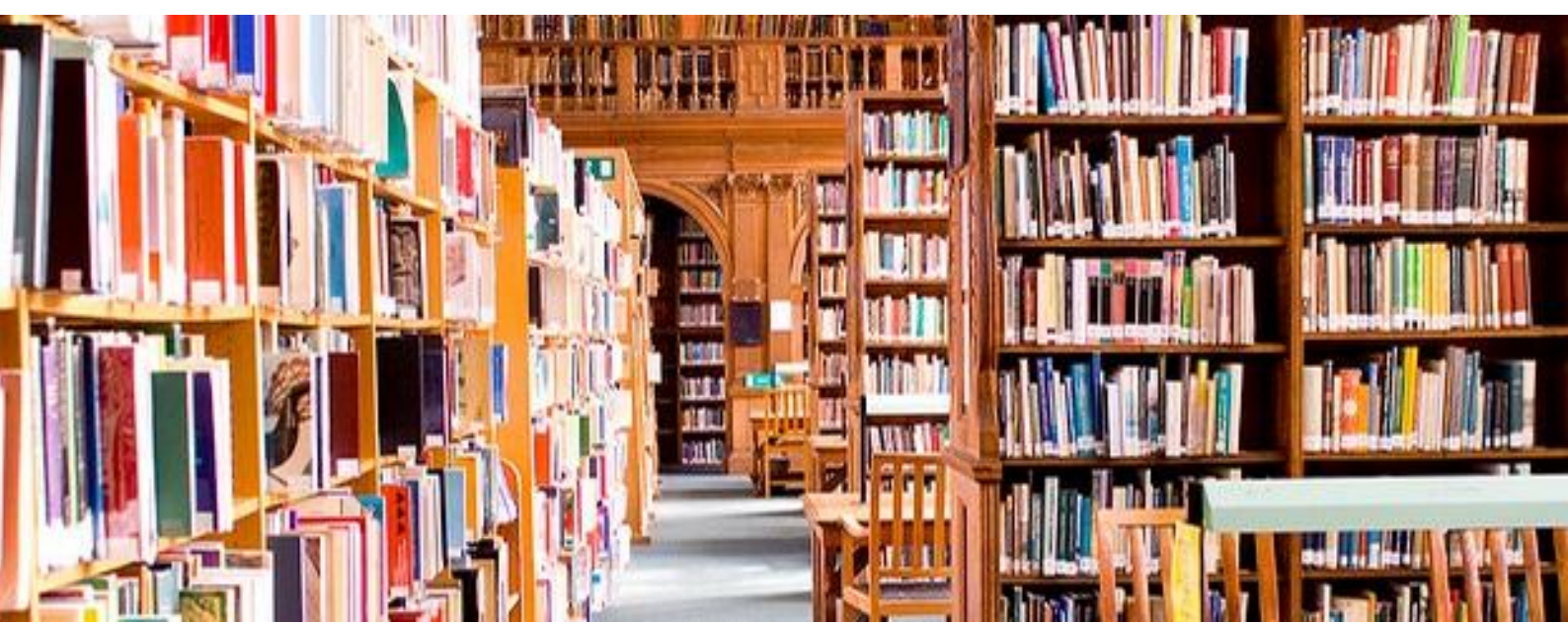
The School of Humanities and Social Sciences is, in terms of student numbers, the largest of the six Schools in the University and is currently comprised of:

- Faculty of History
- Faculty of Economics
- Faculty of Education
- Faculty of Law, which includes:
 - Institute of Criminology
 - Lauterpacht Centre for International Law
- Faculty of Human, Social and Political Science, which comprises:
 - Department of Archaeology
 - Department of Social Anthropology
 - Department of Sociology
 - Department of Politics and International Studies
- Department of History and Philosophy of Science
- Department of Land Economy

The School covers a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to ethnography and the analysis of the material culture and thought of past societies. The geographical range is equally broad, with Centres of African, Latin American and South Asian Studies, and specialists within each Department or Faculty. Each institution has its own well developed research profile.

The School is participating in university-wide strategic Research Initiatives such as public health, global food security, energy and conservation which bring the insights of social sciences to bear on some of the major issues facing the world today; Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an increasingly important role in understanding the social, political and economic context.

Full information regarding the School can be found at <https://www.cshss.cam.ac.uk/>



Terms of Appointment

Tenure and probation

Appointments will be made on a fixed-term basis for a period of 12 months or until the return of the post holder, whichever comes earliest. Appointments will be subject to satisfactory completion of an appointment support / probationary period of six months.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday. Part time (min 29 hrs) and/or other flexible working arrangements will also 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://](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/)

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 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.

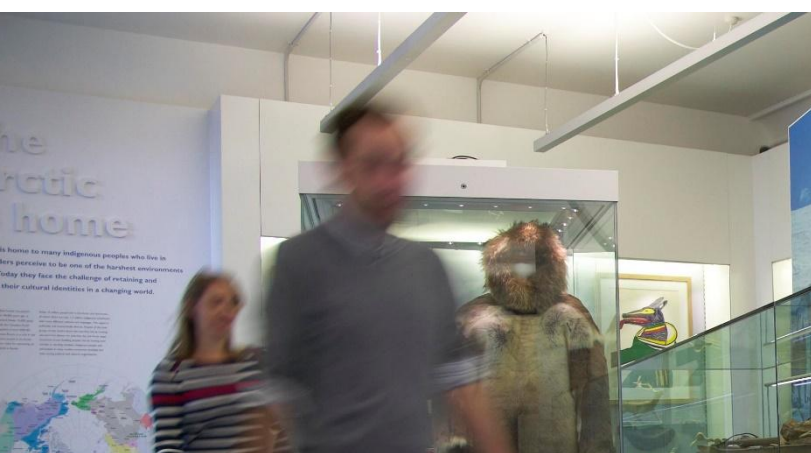
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic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

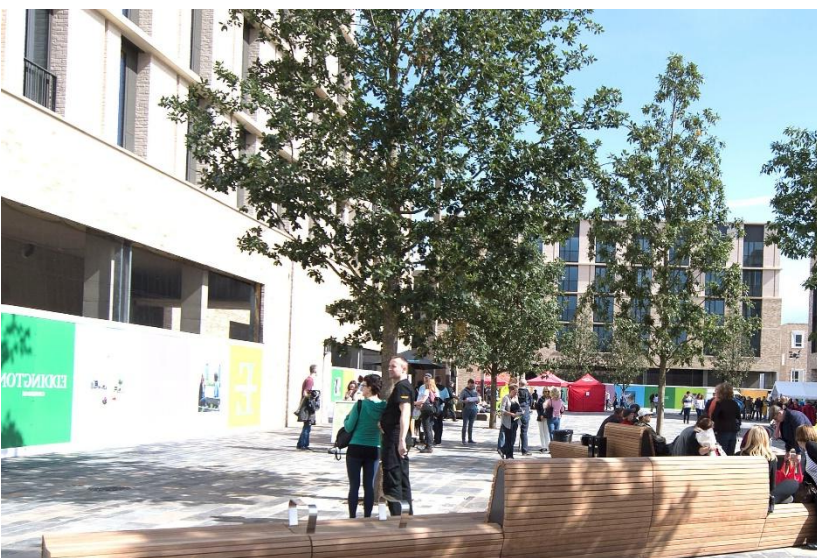
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure 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:

Lydia Romero, Senior Graduate Coordinator

Email: lr305@cam.ac.uk

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

Lisa Fretwell, HR Administrator

Email: HRAdministrator@crim.cam.ac.uk

The closing date for applications is: Sunday 27th April 2025

The interview date for the role is expected to be Thursday 15th May 2025

