



UNIVERSITY OF
CAMBRIDGE

HR Apprentice (Fixed-Term)

Cluster Professional Services Team

CLOSING DATE: 30th April 2025

Job Reference: RA45535



HR Apprentice (Fixed-Term)

Salary:

£19,781

Contract:

Fixed Term- 24 months

Location:Cambridge Biomedical
Campus**Faculty / Department:**Cluster Professional Services
Team**Responsible to:**Emese Müller, Senior HR
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

This is an exciting opportunity to join the School of Clinical Medicine.

The Departments of Radiology, Surgery, Paediatrics, Obstetrics & Gynaecology and Genomic Medicine have clustered their Professional Services staff to form one integrated team with specialist groups in HR, Finance and Education. This team will manage all administrative matters across the five departments.

The post-holder will form a key part in the day-to-day processes of the HR administration team working to provide timely, accurate and professional administrative support to HR and a wide range of different areas and projects that impact the Departments.

Key responsibilities

Becoming an apprentice at the University of Cambridge is an excellent opportunity to gain experience and training. You will learn on the job by working with an experienced professional service team and have allocation study time to complete course work. You will contribute to the daily organizational tasks of a highly successful team.

- Provide administrative support across all HR functions.
- Assist with HR administration in accordance with University policies and procedures, including recruitment, probation, performance & development reviews, starters & leavers, holiday & sickness records, visiting workers, contract extensions, and investigations.
- Receive calls and take messages, liaise with other departments and organisations.
- Organise small scale events or meetings (book rooms, order refreshments, send out invites and directions etc.), and organise routine travel arrangements.
- Handle enquiries and correspondence as first point of contact, reply to straightforward enquiries and refer others as appropriate, sort and distribute incoming post, monitor the general email inbox to ensure all enquiries are responded to or passed to relevant members of staff.
- Assist with the organisation of larger events including the Welcome Induction sessions, Wellbeing initiatives and staff training courses.
- Assist with maintaining filing and data management to GDPR standards.
- Provide a comprehensive support to the Senior HR Coordinator, picking up duties where required.

Successful completion of the apprenticeship will lead to a Level 3 qualification in HR Support through the awarding body, CIPD.



Person Specification

Criteria	Essential	Desirable
Education		
Minimum of 4 GCSEs or the equivalent at Grade C/4 or above, including Maths, Science and English	✓	
AS Level or A Level		✓
Skills and Experience		
Experience of basic computer programmes, e.g. word processing, spreadsheets and email programmes	✓	
Good organisation, communication and time management skills	✓	
No HR experience necessary, but must be willing to learn and put in the necessary work to gain the Level 3 HR apprenticeship qualification (HR Support, Level 3 standard)	✓	
Personal Qualities		
Able to work flexibly as part of a team	✓	
Willing to learn and to take responsibility for their own development	✓	
Able and willing to follow instructions and learn new tasks	✓	
Excellent attention to detail	✓	

Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: <https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA>

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

Professional Services Values

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

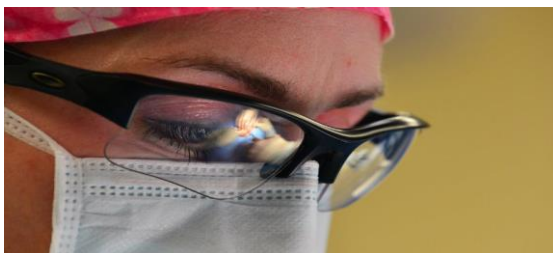


The Faculty / Department

The University Department of Surgery is part of the School of Clinical Medicine, at the University of Cambridge, and is located within the Addenbrookes site. The Department has a strong clinical research emphasis and our overall strategy is to improve the surgical management of disease through developments in both basic and translational research.

There is a major focus on applied clinical research and a key feature of the department is the close integration of University and NHS surgeons.

University surgeons, in parallel with directing programmes of research, play an important role in the development and delivery of specialist surgical services. Similarly, many NHS surgeons are, in addition to their clinical responsibilities, undertaking high quality clinical research supported through close collaboration with University colleagues.



In contrast with the trend in many other UK universities, academic surgery in Cambridge is flourishing and the department continues to expand. The principal research interests are transplantation, stem cell medicine, surgical oncology and orthopaedic surgery. In addition, clinical research of international importance is being led by NHS surgical colleagues across a range of surgical disciplines, including ear, nose and throat surgery, ophthalmic surgery, gastrointestinal surgery and vascular surgery.



The Department of Surgery recognises that a proactive approach to equality and diversity in recruitment, promotion and the working environment enhances the pursuit of academic excellence.

The Department undertakes to achieve research excellence through commitment to maintaining the highest standards of integrity and ethics in all research and scholarship at the University of Cambridge. To maintain the high standards of research practice, the Department will uphold the commitments outlined in Universities UK's Concordat to Support Research Integrity.



Professor Andrew McCaskie, Head of Department

The Faculty / Department

The Cambridge University Department of Genomic Medicine was established in 1995. The Head of Department is Professor Marc Tischkowitz. Medically qualified members of the University Department also have clinical duties in the NHS Clinical Genetics Department and there are four academic clinical fellows that also work between the clinical and research components of the Department.

About the faculty

Our research is wide-ranging and includes the identification of genetic causes of human diseases using state-of-the-art genome-wide DNA sequencing techniques, and studies to elucidate the mechanisms whereby genetic variations cause major human diseases. Our aim is to develop novel diagnostic and therapeutic strategies for inherited disorders.

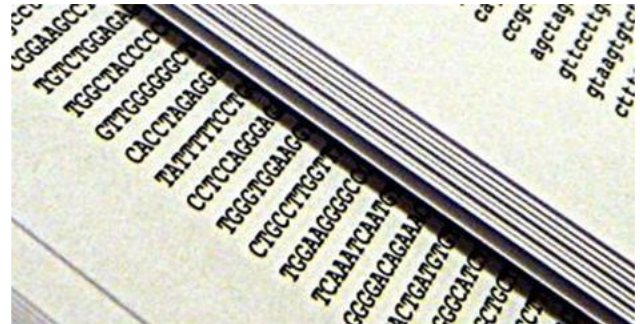
Main Research Themes

Whole genome and exome sequencing

Advances in genome technologies, such as whole genome and exome sequencing, have transformed medical genetics research and are impacting on the practice of genomic medicine. We are utilising whole genome (WGS) and exome sequencing to understand the genetic and other causes of inherited and sporadic cancers and neurodevelopmental disorders.

Transcriptomics and epigenomics

We are home to the Stratified Medicine Genomics Core Laboratory (SMCL), which provides access to clinical grade genomic, epigenomic and transcriptomic analysis to aid our research, experimental medicine investigations and clinical trials.



Translational research

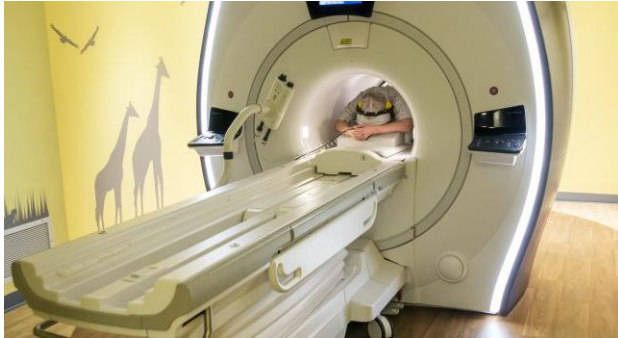
Our translational research is facilitated by a variety of multidisciplinary clinical activities. For instance, in order to define the molecular mechanisms of neurogenetic disorders we use state-of-the-art cellular biology models to identify pathways of disease and potential therapeutic strategies.



Professor Marc Tischkowitz, Head of Department

The Faculty / Department

The Department of Radiology is an internationally competitive department undertaking innovative research in medical imaging. The Department has a team of dedicated academic radiologists working with imaging scientists.



Imaging Research

Imaging is an essential part of the biomedical sciences, providing unique insights into causation of disease, pathophysiology and the translation of novel treatments from the laboratory into patients. Clinically, it is used not only for diagnosis, but also for the delivery and monitoring of subsequent therapy.

NHS and funding

The department works collaboratively with the NHS and has excellent integration with local, regional, and national healthcare initiatives. We have substantive funding from the NIHR Cambridge Biomedical Research Centre. The Department receives University and charitable funding (Wellcome Trust and CRUK), as well as funding from Industry and the Research Councils (MRC, EPSRC).

The close collaboration between the NHS and University across the Biomedical Campus is critical to the delivery of our mission of using developments in imaging to improve the health of our patients.



Research Themes

The Department has a varied portfolio of research themes covering several clinical areas. These include oncological, cardiovascular, and neurological imaging. There have been several novel imaging developments that have arisen from work in the department, including hyperpolarized MRI. We have undertaken first-in-human studies of novel MRI probes and radiotracers and have a rapidly growing AI and ML programme.

The mission of the department is to undertake research into how imaging can improve human health and to incorporate these developments into routine healthcare. We use imaging to better stratify disease, predict and detect response to therapy, as well as to combine therapy and imaging as part of theranostics. AI and ML underpin much of the work we undertake in the department. Imaging is critical to the management of most patients who come through our hospital and our department is at the forefront of new innovations in this area.



**Professor Ferdia Gallagher,
Head of Department**

The Faculty / Department

The University Department of Paediatrics is part of the School of Clinical Medicine, at the University of Cambridge, and is located within the Addenbrooke's and Rosie Hospital sites. The Department of Paediatrics is involved in teaching, research and clinical practice and is an internationally recognised centre for research in child health and development. Professor David Rowitch is Head of Department.

The Department of Paediatrics is a focal point for research for children and young people across Cambridge. Our research themes capture investigators both in the Department of Paediatrics and other departments and research institutes throughout Cambridge. Cambridge clinical investigators (Austin, Beardsall, Dunger, Pathan) recruit ~1000 children into NIHR portfolio clinical research studies per annum. The main site for clinical research on the Addenbrooke's campus is the Clinical Research Facility, which can accommodate primarily ambulatory subjects, and in-patient units themselves. Our laboratory-based research takes place in various departments and institutes in and around Cambridge including the Cambridge Stem Cell Institute, Institute for Metabolic Science and Wellcome Sanger Institute. The Department of Paediatrics shares joint arrangements for salary support with NHS consultants and offers honorary or associate titles.

Currently research is focused in the following areas:

Diabetes, Obesity and Endocrinology

- Primary prevention and improved treatments, including the closed loop ("artificial pancreas") treatment system, for children and young people
- Genetics and pathophysiology of severe childhood obesity.

- Reproductive development and behaviour

Genomics, Epidemiology and Population Science

- Early growth and puberty timing as predictors of disease risk
- The POPS and Next Generation Children's Projects: Early biomarker detection, genomics and links to and long-term outcomes

Inflammation and Infection

- Inflammatory bowel disease, allergy and gut barrier dysfunction
- Improved diagnosis of infectious disease in intensively ill children

Neuroscience and Developmental Origins of Psychiatric Disease

- Neonatal Brain Injury and Neuroprotection
- Neurogenetics, Brain Development and Disease
- Origins and integrated management of psychiatric disease

Paediatric Oncology

- Genetics and development of paediatric cancers
- Biomarkers and early detection



Professor Matthias Zilbauer, Interim Head of Department

The Faculty / Department

The Department of Obstetrics and Gynaecology comprises a very talented and multidisciplinary team of researchers, technicians and clinicians. Research in the Department is broadly focused on understanding how normal and abnormal placental function determine healthy and complicated pregnancy outcomes.

Our department falls into two broad areas of work. The first covers use of human data and biological samples. The primary focus of this is prospective cohort studies of patients attending the Rosie Hospital, Cambridge, and include the POPS and POPS2 cohorts. A key feature of these studies is the collection of optimally phenotyped biological samples for translational research. Other clinical research in the department uses record linkage (including linkage to achieve long term follow up of cohort participants) and analysis of population-based datasets.

The second focus is on the use of animal models to understand the mechanisms leading to pregnancy complications. These are focused on genetically manipulated mouse models and address the biological pathways such as immune regulation of placental invasion, silencing of genes by parent of origin and the control of blood vessel development.



Our research

The Department of Obstetrics and Gynaecology has five research active permanent faculty. Professor Gordon Smith (Head of Department) led/leads the POPS and POPS2 cohort studies and his work uses human data and biological samples to

understand the mechanisms of and to predict pregnancy complications. Professor Steve Charnock-Jones works closely with Prof Smith on translational research and also leads basic research, including mouse models and use of cutting-edge technology on human samples. Dr Miguel Constanica and Dr Francesco Colucci use transgenic mouse models to identify key genes involved in murine placentation with the aim of better understanding normal reproductive function.



Dr Colucci aims at understanding how immune cells impact on reproduction, cancer and transplantation. Dr Constanica has a major interest in placental epigenetics, in particular genomic imprinting (i.e. selective epigenetic silencing of genes according to parent of origin). Dr Catherine Aiken is the most recently appointed member of the department. Like Prof Smith, she is clinically qualified and works in the Rosie Maternity Hospital as a consultant in Maternal-Fetal Medicine. She has a major interest in the risks and benefits on the use of metformin in gestational diabetes, including its effects on the placenta. She also uses record linkage and analysis of routine data to answer clinically important questions in Women's Health.



Professor Gordon Smith, Head of Department

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

The appointments will be made on a fixed-term basis for a period of 24 months.

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

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday. 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/.

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.

If you do not have the right to work in the UK already, any offer of employment we make to

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 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.

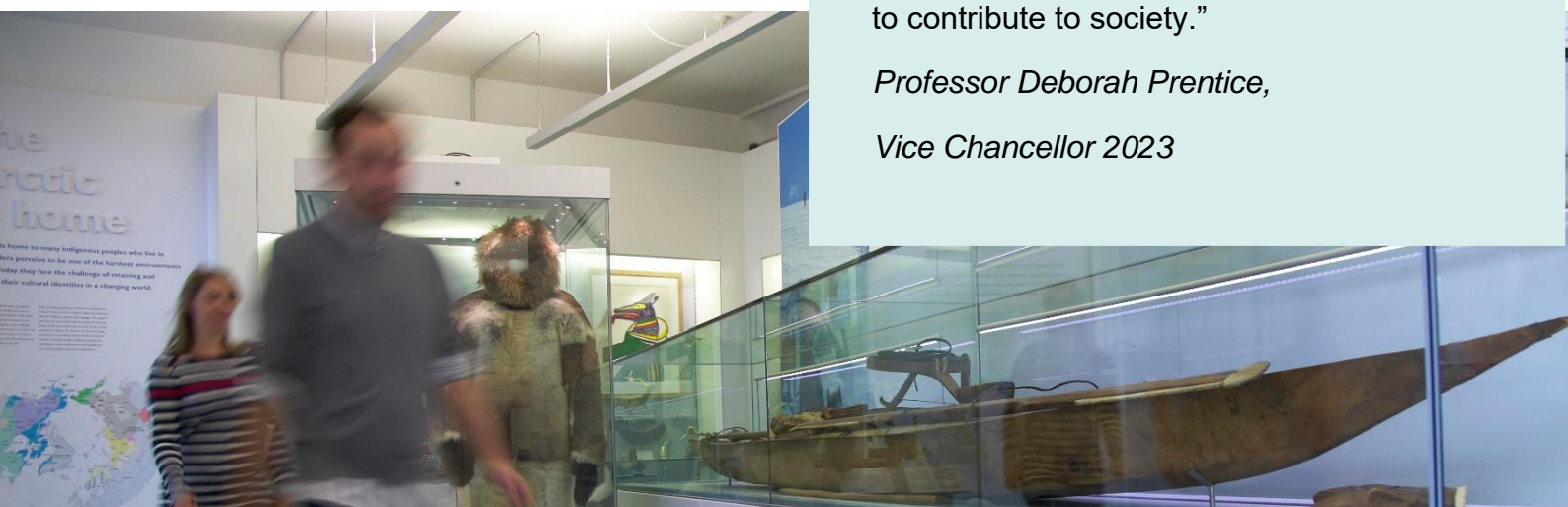
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic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

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.



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 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

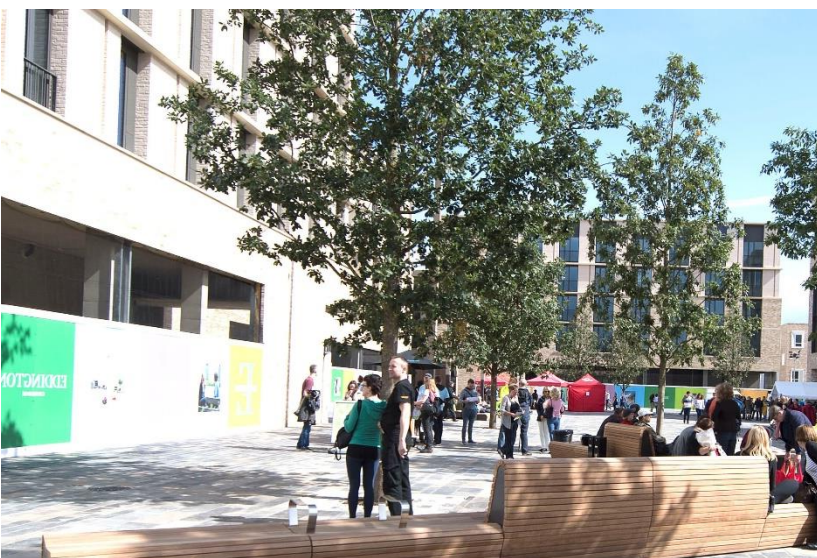
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure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

Emese Müller, Senior HR Coordinator

Email: em727@cam.ac.uk

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

ClusterHR@medschl.cam.ac.uk

The closing date for applications is: 30th April 2025

The interview date for the role is: TBC

