

# Research Governance and Ethics Coordinator

Department of Oncology

Closing date: 2<sup>nd</sup> May 2025

Job Reference: RD45643



# Research Governance and Ethics Coordinator

**Salary:**

£35,116 - £45,413 per annum

**Contract:**

Fixed Term – 31<sup>st</sup> March 2027

**Location:**

Cambridge

**Department:**

Oncology – Early Cancer  
Institute

**Responsible to:**

Early Cancer Institute Scientific  
Projects Manager

**Working Pattern:**

Full Time

**Purpose of the role**

The Research Governance and Ethics Coordinator assists with a wide range of tasks to ensure that governance and ethics standards are maintained across the Early Cancer Institute (ECI) and the wider University of Cambridge Oncology Department.

The post holder will be proactive and support translational research programmes involving human tissue across the institute and wider department. They will provide advice to researchers and/or other staff with regards to any ethical queries and biological safety matters. The role holder will have overall responsibility for all tissue collection/sample processing, storage and data management related to clinical samples or translational studies within the ECI, to ensure it is compliant with ethics and/or Human Tissue Authority (HTA) licence. The post holder will also be the first point of contact for all Biological Safety related matters and will manage internal Biosafety audits and documents.

The post holder will support PIs to work within ethical guidelines. They will advise research groups in the ECI in relation to translational research studies and ensure that groups are maintaining appropriate records and are prepared for inspection by regulatory authorities.

**Key responsibilities****Human tissue sample and data management**

- Develop a system of human tissue sample and data management and oversee the standard operating procedures and governance of this system in accordance with national, NHS and University guidelines.
- Conduct regular internal audits on research integrity and governance within the ECI and liaise with University and Hospital committees as required.
- Manage HTA audits, coordinating with other sites within the Oncology Department and providing reports as required.
- Organise regular meetings for the ECI and Oncology Department HTA User Group and with HTA Leads for each research group.
- Assist in discussions, including with the contracts department, and logistics concerning collaborative studies involving human samples.



**Research Ethics**

- Provide assistance in preparing, submitting and tracking applications for ethics and regulatory approvals and amendments.
- Advise colleagues on ethics requirements for studies using materials derived from human participants, especially for group leaders who are not clinicians.
- Ensure that research groups are maintaining appropriate records, including development and maintenance of relevant databases, and are prepared for inspection by regulatory authorities.
- Prepare reports for governance and audit purposes, clinical research networks and national bodies.
- Maintain awareness of the legal and ethical frameworks for biomedical, health services and public health research, including clinical trials.
- Understand the University's Procedure for the Investigation of an Allegation of Research Misconduct, liaising with the Research Strategy Office as needed.

**Biosafety**

- Serve as the ECI BSO, working with the Building Manager and Academic Biosafety Lead.
- Act as secretary/facilitator of the Biosafety and GM safety committee.
- Participate in the review process of existing and new Biological Risk assessments and HTA Standard Operating Procedures and act as a contact for advice.
- Liaise with other safety representatives in the department, School or Safety Office for advice on new work, especially higher risk work.
- Advise research groups on and ensure licences and documentation are in place where needed, including for import/export of samples and for higher risk GM work.
- Liaise with the ECI Building Manager to ensure laboratory waste disposal and disinfection procedures are compliant and adhered to and that ECI holds copies of relevant documentation and certificates.

**Managing data from national bodies**

- Support research group leaders with applications for obtaining data from third parties and national bodies, such as the NHS and the Office for National Statistics.
- Oversee access to controlled datasets received into the University from third party repositories (e.g. the NHS) in conjunction with IT Team and the Clinical School.

**Training**

- Provide expertise for the research centre on Governance and Quality Assurance policies nationally and within the University/NHS. Provide advice on the development, and support the dissemination of, the above guidance or best practice.
- Provide training and practical support to the ECI and Oncology Department group leaders and researchers on research integrity, governance, biosafety and ethics.

**Coordination/organisational**

- Manage and organise all Governance and Quality Assurance activities and meetings within the ECI and Oncology Department. Develop and implement policies and procedures and advise the project leaders.
- Ensure meticulous and accurate storage of electronic data and study documents.
- Interact with group leaders, collaborators, Ethics Committees, regulatory bodies, and other departments to respond to queries and provide advice, and act as ECI and Oncology Department representative to collaborating organisations.

# Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
Educated to Degree level or equivalent experience, ideally in a relevant subject e.g. biomedical science, genetics, clinical research etc	✓	
A PhD in a scientific subject, perhaps with a connection to the biomedical sciences		✓
<b>Experience</b>		
Familiarity with the relevant legal and regulatory requirements governing the ethical conduct of research	✓	
Experience of writing scientific reports and conveying complex issues in a way that can be easily understood	✓	
Experience in obtaining REC, HRA and R&D approval for studies		✓
Experience in establishing and developing key networks and collaborators	✓	
Experience in complying with statutory requirements and principles of Good Clinical Practice (GCP)		✓
Knowledge of Human Tissue Act	✓	
Knowledge and understanding of the principles of Good Clinical Practice, the General Data Protection Regulation and Research Governance Framework	✓	
Training in General Data Protection Regulation		✓
<b>Skills</b>		
Demonstrable success in working for a complex organisation	✓	
The ability to communicate confidently with staff and students, including those for whom English is a second language	✓	
The ability to communicate complex technical information to both specialists and those with no knowledge of the subject matter	✓	
Ability to facilitate/guide and enthusiastically support staff through complex requirements	✓	
Excellent IT skills, including a high level of competence with Microsoft Office	✓	
Excellent organisational skills and ability to organise, plan and prioritise workload across different groups of researchers and professionals, as well as across centres.	✓	
Project management skills	✓	
Good understanding of research methodology	✓	
Outstanding attention to detail, with meticulous data entry/monitoring skills	✓	
Evidence of research and analytical skills and the ability to analyse complex information from various sources	✓	
Ability to maintain absolute confidentiality and discretion	✓	
<b>Additional requirements</b>		
A highly-motivated self-starter able to use own initiative and able to work unsupervised, including prioritisation of tasks	✓	
Adaptability, problem-solving skills involving sound interpretation of relevant policies and procedures, mature judgement, ability to use discretion and diplomacy.	✓	

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



# Department of Oncology

The Department of Oncology is an academic department within the School of Clinical Medicine at the University of Cambridge.

In August 2015 Professor Richard Gilbertson, a world leading expert on childhood brain tumours, was appointed Head of Department and Director of the Cancer Research UK Cambridge Centre.

*The mission of the Department of Oncology is to reduce the morbidity and mortality of patients with cancer through research, treatment and education.*

We are based within 11 geographical locations:

- Cambridge Breast Cancer Research Unit
- Cambridge Cancer Trials Centre (S4 Block, Coton House & Norman Bleeahan Offices)
- Cancer Research UK Cambridge Institute
- Clifford Allbutt Building, Cancer Molecular Diagnostics Laboratory
- Clinical Oncology - R4 Block
- Early Cancer Institute
- Strangeways Research Laboratory
- Wellcome Trust-MRC Stem Cell Institute
- Wellcome Trust Sanger Institute



Our location on the Biomedical Research Campus provides access to state-of-the-art clinical and research facilities and enables close collaboration with world class laboratory scientists and doctors

We have 200 staff and students, including 18 Research Group Leaders, many of whom are also medical doctors, which ensures strong



links between our laboratory science and its clinical application for the benefit of patients.

## Our research

The Department of Oncology is at the forefront of an ever-expanding field of cancer research.

Our main focus is on translating basic scientific findings into clinical applications for treatment, diagnosis and prevention of cancer.

The research interests of the Department are funded mainly by Cancer Research UK, the Medical Research Council and the National Institute of Health Research (NIHR) Cambridge Biomedical Research Centre and can be divided into 3 broad disciplines:

- Basic Laboratory Research
- Translational Research
- Clinical Research

Our Research Group Leaders (many of whom are also practising clinicians), direct multi-disciplinary teams, which ensures strong links between our laboratory science and its clinical application for the benefit of patients.



Professor Richard Gilbertson, Head of Department.



The Early Cancer Institute at the University of Cambridge is the UK's only institute dedicated to early cancer; a world-leading centre for research into the early detection of cancer. A highly multidisciplinary, collaborative ecosystem of experts is working to take early detection innovations from bench to bedside and move the world beyond the fear of cancer. It is based in the Hutchison Research Centre on the Cambridge Biomedical Campus.

Our key research objectives are:

1. Risk prediction.
2. Detection of early cancers.
3. Interception to prevent lethal cancer developing.

To achieve our aims, we perform research to determine the panoply of factors that lead to the initiation and development of primary cancer.

Importantly we want to understand what distinguishes between the development of indolent, very slowly progressing lesions occurring as a normal part of ageing compared with processes leading to a symptomatic cancer that threatens life.

We perform analyses of big data and AI to develop risk prediction tools with close collaboration with the Cambridge Centre for Genetic Epidemiology and Genomics England.

We are developing novel technologies that have the resolution to detect and intercept cancer and pre-cancer with the required accuracy for clinical application. We have collaborative projects with the departments of Chemical Engineering and Biotechnology and Physics.

We collaborate with public health, social scientists and ethicists across the wider University, including Social Anthropology and Public Health and Primary Care, to understand the implications for the health system and for society at large as new clinical strategies emerge.

The Early Cancer Institute is a Member Centre of the International Alliance for Cancer Early Detection (ACED). ACED is a collaborative investment of £55 million between Cancer Research UK, the Canary Center at Stanford University, the University of Cambridge, the Knight Cancer Institute at OHSU, University College London and the University of Manchester.

The Early Cancer Institute is led by Professor Rebecca Fitzgerald, OBE MD FRS FMedSci, HonFREng, Professor of Cancer Prevention and Director of the Cambridge ACED Centre.



Professor Rebecca Fitzgerald

For further information see:

The Early Cancer Institute:

<https://www.earlycancer.cam.ac.uk>

ACED:

<https://www.cancerresearchuk.org/funding-for-researchers/research-opportunities-in-early-detection-and-diagnosis/international-alliance-for-cancer-early-detection>

# School of Clinical Medicine

Doing great work in a great place to work

## About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



**Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine**

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

## The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.



# Terms of Appointment

## Tenure and probation

Appointment will be made on a fixed-term basis until 31 March 2027, because employment relies on the availability of finite funds. Appointments will be subject to satisfactory completion of a six-month probationary period

## Salary

The starting salary would normally be at the bottom of the scale.

## Hours of Work and Working Pattern

The hours of work for the position are full-time, working Monday – Friday.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits 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 41 days inclusive of public holidays. For new 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.

## Screening Checks

This role requires a basic disclosure check and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the University. The role requires a Research Passport with the relevant Trust.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at

<http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via:

[oncologyhr@admin.cam.ac.uk](mailto:oncologyhr@admin.cam.ac.uk)

# The University

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

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

Prof Deborah Prentice, Vice Chancellor 2023





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.



# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme for academic and academic-related staff](#), with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

## CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the [purchase of train season tickets, bulk buy tickets](#) and an interest free travel to work loan are also available for staff of the University.





# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



# Clinical School Benefits

## Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

### These include:

#### Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

## Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

## Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

## Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



## Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



## Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

**Dr Sarah Seton-Rogers**

**Email: [ss3143@cam.ac.uk](mailto:ss3143@cam.ac.uk)**

If you have any queries regarding the application process please contact [oncologyhr@admin.cam.ac.uk](mailto:oncologyhr@admin.cam.ac.uk).

The closing date for applications is: **2<sup>nd</sup> May 2025**

The interview date for the role is: **To be confirmed (likely mid or end of May 2025)**



**UNIVERSITY OF  
CAMBRIDGE**