

Senior Facilities Manager

University Library

Estates Division

Closing Date: 2nd July 2025
Job Reference: BA46157



Job Title

Salary:

£46,735 - £59,139 pa

Staff Group:

Unestablished Academic related

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Estates Division

Working Pattern:

Full Time

Purpose of the role

The role holder is responsible for the Management of FM services on the site and providing advice and support to library colleagues in Faculty and Departmental Libraries, supporting the work of the University and occupiers by ensuring the smooth running of the buildings and site.

The role-holder has responsibility for making sure that the buildings/sites are presented to the highest possible standards by overseeing the maintenance, cleaning, security, health and safety, waste management, reception and post services, AV etc.

They manage the team that delivers face-to-face services and are responsible for motivating, developing and leading these employees. The role holder must lead and inspire the team, enabling them to provide the highest standards of service.

The role-holder is the day-to-day site contracts manager for all operational contracts including Cleaning, Waste, Laundry/Hygiene and Window Cleaning as well as the liaison with all other facilities related University service providers. The role-holder is responsible for providing practical management and affordable solutions to supply, maintenance, security, first aid and health and safety. The role holder oversees the setting and resetting of rooms plus distributing deliveries.

The role holder is the public face of FM and interacts with all staff and visitors and provides a friendly, helpful service to a wide range of people in a high-profile building

Whilst the role-holder reports directly to the FM Operations Manager, they are free to determine work programme and methods, ensuring budgets and procedures are adhered to at all times.

The role holder will be a member of the Library Support Services management team, comprising the heads of all of the operational activities within CUL (finance, HR, strategic support, programme support) under the leadership of the Chief Operating Officer.

The role holder has a vital role to play in stakeholder management both with CUL colleagues including reader services and front facing staff and in ED. They will be expected to develop strong communication links in both directions, ensuring that needs and responsibilities on both sides are understood and articulated, particularly with regard to maintenance and minor works projects.



Key Responsibilities

1. Operations

- Operational responsibility for the smooth and efficient management of buildings and sites and its programme of activities and events; ensuring the facilities and core service functions (including maintenance, cleaning, reception and maintenance and waste services) are fit for purpose and integrate well with other activities.
- Manage and monitor facilities management through the Estates Division/University Library directly employed staff and external contractors
- Lead on procurement contracts which directly relate to the service provision within the University Library
- Be the focal point for all building management issues, interfacing with the users and with the Estates Division hard FM helpdesk, delivery teams and external contractors.
- Lead on planning and drive forward the delivery of milestones towards achieving Zero Carbon and other environmental targets. Assess progress on at least annual basis, consult on drawbacks and build in contingencies.
- Work with Estates Division teams to develop a long-term strategy for the upkeep of the buildings including planned and reactive maintenance, life cycle asset replacements and major repairs.
- With the Head of Governance and Strategic Support Office, manage the Business Continuity, disaster recovery and emergency procedures, ensuring that all staff and contractors are trained in their implementation
- Provide briefing notes, papers, presentations etc. as required to the Leadership Team and Committees, for example in the lead up to maintenance, minor and major projects. With respect to catering the role holder will have operational ownership of catering in FM to evidence a clear line of services partnership with reader and Visitor services leads to ensure the catering services is aware and able to respond to changing needs.

2. Strategy

- Develop business strategy as part of the senior management team. Maximise the facilities potential to generate income by the development of an effective marketing strategy, develop people's skills in the facilities management section, help the integration of change processes, lead in the development of key performance indicators (KPIs), lead to improve sustainability in the use of consumables, energy and waste management.

3. Reporting

- Draft complex reports on strategic facilities issues. Conduct regular customer surveys, collate and report on feedback and communicate improvements and changes in response to the surveys to relevant groups
- Monitor the service delivery performance of key FM service contracts in accordance with Service Level Agreements and/or Standard Operating Procedures developed within your area. Lead on the upkeep and adjustment into the specification for the same.

4. Budgets

- Manage and oversee the facilities budgets. Manage, authorise and monitor expenditure in accordance with approved provisions, account for any variances against the budget, assist in the tendering process for facilities contracts, write specification document, participate in the short-listing process and supplier interviews, appoint suppliers collaboratively with others

5. Compliance

- Have strategic oversight for the Health and Safety environment for all UL sites, this includes the day to day management of the Health and Safety and environmental sustainability co-ordinator who, as DSO is responsible for ensuring that the building users comply at all times with the Health and Safety, Fire safety, Food safety policies, premises licence requirements and best practice, including any works carried out by contractors or third parties.
- Working with the DSO, Oversee and coordinate effective training in all Health and Safety and Fire evacuation procedures for our teams. Interface with the Estates Operations teams to ensure high standard of statutory compliance and Health and Safety performance, and to ensure all Estates Division compliance and Health and safety policies and procedures are implemented.
- Undertake site liaison/communication with contractors and Estate Division, alongside the Internal Projects Manager & Fire Safety Manager put in place the logistics of running these projects.
- Oversee maintenance staff and external contractors, liaise with the Internal Projects Manager & Fire Safety Manager, Estate Division and external contractors to ensure buildings are managed effectively and efficiently including security and health and safety aspects. Organise and maintain comprehensive building records and manuals.
- Responsible for ensuring compliance with operational safety of all equipment, work sign off and method statements before the commencement of any work(s). Ensure that all external contractors and maintenance staff are made aware of and comply with health and safety regulations.
- Act as/assume the role of deputy departmental safety officer in relation to standard Department H&S matters, induct all new staff in health & safety and general operational matters.

6. Project Management

- Work with Estates Divisions Project Teams in managing the transition of the building from the project contractors to Estates management team
- Attend soft landings and contribute to the feedback on the building from an operational perspective.
- Attend meetings and work with the Project Team as required
- Report all snags and defects to the Project team and Project Management Company as appointed by the University.
- Timetable all project contractor work within the building, ensuring RAMS and safe methods of work are in place, returning incomplete RAMS and ensuring work proposed is considered against a live operational building or site.
- Be the main FM point of contact for the ED project contractor. Feed into the lessons learnt process for the project team at completion of the project handover
- Act as the Client Representative for Estates Division led projects

7. People Management and Leadership

- To lead on all recruitment for the Operational Team including induction, training, and performance management of all team members whilst following University policies and procedures working alongside University Library/Estates Division HR.
- To line manage the Operational team on site or delegate down to direct reports as appropriate.
- To oversee the coordination of staff team rotas to ensure the appropriate level of cover for operational activities and events.
- To manage the HR processes including time sheets, overtime, holiday requests, sickness and absence reporting, training and skill audits.

People Management and Leadership continued...

- To provide input to inform staff review and development and other management processes and training opportunities for staff.
- To ensure staff managers within the team identify and deliver appropriate training and development for staff.

8. Security

- Manage the Head of Security in respect of strategic and operational delivery to protect an internationally important collection and building. This includes issues not just around theft but ensure that temperature and humidity controls are maintained and that maintenance schedules take account of the safety and security of the collections. It also involves ensuring the safe operation of a public building.
- Working with University Security over the management of planned protests and pre-emptive action in the event of proposed activism. In the event of an emergency situation - for example an occupation, working on site alongside Security to advise and to ensure safety of the site.
- System management of the on-site access and alarm system - managing staff access, producing reports, setting up access levels, alarms etc. as needed. Regular reviewing and cleaning of the data. Training the FM Team in use of the system
- Emergency planning - for example preparation for planned power outages, floods, communicable diseases, building occupation, strikes.

9. FM Activity

- Maintain an asset database, monitor planned maintenance activities and ensure appropriate certificates, data and documentation is available for audit purposes
- Develop and implement policies and procedures with the FM Operations Manager
- Inputs into the design, purchase, installation and maintenance of equipment.
- Manage the needs of all site occupants and allocate resources in order to maximise service delivery
- Stay abreast of the latest developments, best practices and trends in facilities management that may impact the service provided.
- Work with colleagues across the University to develop policies as well as implement and continually review processes and procedures relating to health and safety and to lead on and drive forward the Estates Division commitment to customer care.
- The role holder is responsible for ensuring that appropriate channels of communication are kept open and used in order to promote a sense of cohesion across the site and wider Estate. This includes both the transparent dissemination of management information as well as soft communications designed to promote Estate Facilities Service Delivery
- Establish and maintain strong, collaborative relationships.
- Attend Site Committees and other University committees as required by site needs
- Working collaboratively with Senior Managers towards the development of the FM role and provision of FM Services across the Estate.
- Lead on inductions for new students and staff covering H&S, Fire, Electrical safety, Housekeeping and Waste Management and sustainability.

Person Specification

Criteria	Essential	Desirable
Qualifications		
It is Essential that you have one of the below qualifications;	✓	
<ul style="list-style-type: none"> Degree level education or level 7 vocational qualification or equivalent FM experience 		
<ul style="list-style-type: none"> Chartered membership of an appropriate professional body (e.g. RICS, CIBSE, IWFM, IAM, CMI) 		
<ul style="list-style-type: none"> Health and Safety Qualification e.g. IOSH Managing Safely or willingness to undertake this training to achieve the qualification 		
Experience		
<ul style="list-style-type: none"> Significant experience in delivery of FM services, maintenance programmes and minor works to industry standards and methodologies 	✓	
<ul style="list-style-type: none"> Demonstrable experience of managing FM in a large organisation 	✓	
<ul style="list-style-type: none"> Experience of budgetary control and budget monitoring of multiple cost centres 	✓	
<ul style="list-style-type: none"> Experience of working in a higher education 		✓
<ul style="list-style-type: none"> Experience of developing and delivery of in-house training for core staff 	✓	
Skills		
<ul style="list-style-type: none"> Excellent interpersonal skills, including ability to communicate effectively and build relationships at all levels 	✓	
<ul style="list-style-type: none"> Detailed knowledge and use of BMS systems and associated office support applications 		✓
<ul style="list-style-type: none"> Demonstrable strong leadership/management skills 	✓	
<ul style="list-style-type: none"> Advanced organisational planning skills, developing policies and operating procedures 	✓	
<ul style="list-style-type: none"> Demonstrate highly specialised knowledge of facilities management involving a critical understanding of relevant theory and/or principles outside of the immediate specialism 	✓	
Additional Requirements		
<ul style="list-style-type: none"> Occasional evening and weekend work may prove necessary, and the role holder is on call in the event of an emergency. The role is suitable for flexible working hours. 	✓	

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

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.



Estates Division

The Estates Division at the University of Cambridge is a multi-disciplinary organisation responsible for the development, management and maintenance of the University estate, along with the provision of a variety of related services.

Our current operational estate (buildings used for teaching, research and administrative activities) is currently valued at £3 billion (Insurance Replacement Cost) and its broad and complex nature presents many demanding challenges, for example some buildings are 800 years old, Grade I Listed and protected by English Heritage, whilst others are new with highly sustainable building fabrics and buildings management systems.

Key areas we are responsible for include:

- Planning and managing the University's estate development programme.
- Project managing new build construction and the refurbishment/alteration of existing stock.
- Managing and maintaining the estate including residential accommodation and investment properties.
- Delivering a comprehensive facilities management service to the University.
- Managing catering outlets across the estate.
- Managing the operational and research facilities at the [University Farm](#).
- Promoting the University's environmental sustainability initiative, particularly with regard to reducing carbon emissions.



Terms of Appointment

Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependent on the length of tenure.

Hours of Work and Working Pattern

The appointment is full-time 37 hours per week, 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

Annual leave

Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take annual paid leave of 41 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 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 and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

The nature of this role means that the successful candidate will also need to undergo a health assessment.

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 email Estates Division HR on EDR@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 world leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 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 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 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 staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

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 18 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 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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available

here:

<https://www.postdocacademy.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. 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.

The University of Cambridge is committed to supporting our staff to thrive both professionally and personally. We aim to support a good work/life balance, whilst retaining the positive aspects of our unique in-person environment and culture. Elements of this role are suitable for hybrid working, where staff can split their time between in-person collaboration and remote working. The frequency of the remote elements of the role can be discussed with the recruiting manager.

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.

If you have any queries regarding the application process, please email Estates Division HR on EDR@admin.cam.ac.uk.

The closing date for applications is: 2nd July 2025

The interview date for the role is: Wednesday 30th July 2025