

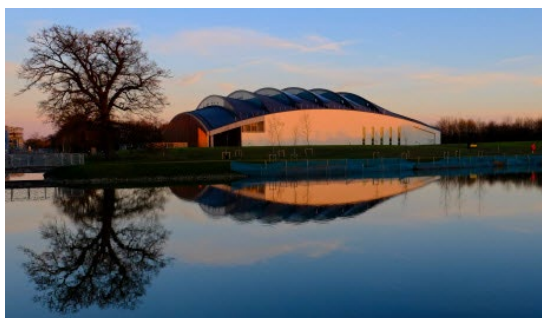
 **UNIVERSITY OF
CAMBRIDGE**

Postgraduate Course Administrator

Politics and International Studies

Closing date: 27 June 2025

Job Reference: UE46246



Role Summary

Salary:

£26,942-£30,805

Contract:

Permanent

Location:

West Road, Cambridge

Faculty / Department:

Politics and International Studies

Responsible to:

Department Teaching Administrator

Working Pattern:

36.5 hours, Monday to Friday

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 post is a postgraduate administrative role in the Department of POLIS, with a special emphasis on the MPhil in Politics and International Studies. The post holder will be the first point of contact for all programme related queries and is in charge of all administrative elements from admissions through to final award. The postholder will also be responsible for organising and running all course related events and will act as secretariat to the Postgraduate Education Committee (PEC).

There are fifteen Administrative Assistants in the Department supporting all aspects of undergraduate and postgraduate teaching and research. This role is key in supporting postgraduate studies and plays an important role in the Department's administration.

Manage course administration at postgraduate level

- Undertake course administration activities. Liaise with teaching staff on all aspects of course organisation, prepare, edit and distribute course material, course requirements and documentation submissions. Obtain information (including reading lists and biographies) from lecturers and other contributors. Contribute to changes in processes and procedures.
- Act as secretary to committees, arrange and attend committee meetings, create agenda, take and circulate minutes, and ensure follow up actions are implemented.
- Maintain administrative systems and a central office filing system (electronic and paper-based), maintain databases of enquiries, applications, students, lecturers, and other contacts as required.
- Gather, prepare and collate course information e.g., course events and attendance, course feedback, student course activities.
- Organise events (e.g. course recruitment events and meetings). Book venues/rooms, order refreshments, send out invites and directions, word process, collate and distribute materials for events, seminars, meetings.
- Deal with enquiries from current and prospective students regarding the course such as application process, funding and course requirements. Provide advice on application processes and course requirements.
- Assist the Centre Administrator in diary and secretarial support to the Director

Admissions

- Managing around 500 – 600 applications per year (receiving, logging and maintaining accurate records at all stages of the admissions process) via CamSIS and Panel systems
- Respond to admissions enquiries, which may be detailed and/or non-routine in nature. The role-holder will occasionally provide clarification on procedures and regulations
- Manage the administration of the funding rounds, ad-hoc bursaries and related financial activities, submitting funding rationale through the TOAST system
- Liaison with the Student Registry and Postgraduate Admissions regarding follow-up action, queries

(continued)



Continue Role Summary...

Student Assessment

- Receive written work, sending out to examiners and maintenance of related records
- Monitoring Turnitin reports for assessments in coordination with the MPhil Chief Examiner
- Liaison with examiners and External Examiner
- Organising termly Examiner's Meetings, acting as committee secretary and subsequently producing agendas and minutes from these meetings
- Preparing mark sheets for approval at the Examinations Meeting and forwarding approved results to the Degree Committee
- Assisting and providing background information and advice to Course Director and Module Leaders in the preparation of examination papers

Committees and Administrative Support

- The post holder is secretary to the twice-termly Postgraduate Education Committee (PEC). This role includes scheduling meetings, booking meeting rooms, creating agendas/minutes, supporting changes in student circumstances such as extensions, and ensuring that follow up actions are implemented.
- Act as Departmental Fire Safety Manager, responsible for overseeing staff training needs, policy, compliance and evacuation drills.
- Perform other tasks or roles appropriate to the grade in supporting the Department, as suggested or approved by the Head of Department and/or Department Administrator

Person Specification

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| Education & qualifications | | |
| General education to A level standard (or equivalent). | ✓ | |
| Specialist knowledge & skills | | |
| Highly competent in standard software packages, e.g. Word, Excel, Access, Outlook | ✓ | |
| Experience in using Virtual Learning Environments and other education-related software, and/or competence learning new systems | ✓ | |
| Ability to prioritise own workload as not continuously supervised. | ✓ | |
| Excellent organisational skills | ✓ | |
| Ability to multi-task and show flexibility | ✓ | |
| Excellent team working skills | ✓ | |
| | ✓ | |
| Interpersonal & communication skills | | |
| Proven ability to manage multiple requests with varying timelines. | ✓ | |
| Excellent level of oral and written communication skills | ✓ | |
| Excellent standard of interpersonal and communication skills | ✓ | |
| An ability to relate to people from a diversity of cultures and across a range of professional roles | ✓ | |
| Confidence to make routine decisions without constant reference to others | ✓ | |
| Relevant experience | | |
| Experienced with diverse administrative activities with competing timelines | ✓ | |
| Ability to work under pressure | ✓ | |
| Previous administrative experience in a busy environment, experience working in the University of Cambridge or other HE environment preferable | ✓ | |
| Experience of supporting academics, researchers, or educators desirable | | ✓ |
| Clerking/committee support experience | ✓ | |

| | |
|--------------------------------|--|
| Additional requirements | <ul style="list-style-type: none">• Ability to work independently as well as part of a team.• Accuracy and attention to detail. |
|--------------------------------|--|

The Department of Politics and International Studies

The establishment of the Department of Politics and International Studies (POLIS) in January 2009 provided a new institutional focus at Cambridge for teaching and research on politics in all its dimensions; international and comparative, theoretical and empirical, abstract and practical. POLIS is part of the Faculty of Human, Social and Political Science, together with the Departments of Sociology, Archaeology and Social Anthropology.

POLIS is a self-consciously pluralistic department. This is reflected in the disciplinary diversity of its members and their wide-ranging approaches to the study of politics, and supplemented through our close links to a variety of area-specific and thematic research centres, as well as numerous other departments and faculties within Cambridge and beyond. POLIS has current and emerging research strengths in areas that include the historical and contemporary study of political thought, international relations, British and European politics, the study of the global South, political economy, public policy and gender.

The Department offers undergraduate programmes as part of Faculty of Human, Social and Political Science as well as a joint History & Politics programme. It offers MPhil degrees in Politics and International Studies and Public Policy. The Department includes many research centres, including the Area Centres of African Studies, Latin American Studies, South Asian Studies, Development Studies, Gender Studies and the Bennett Institute for Public Policy, which are housed together in the Alison Richard Building on the Sidgwick Site.

The School of the Humanities & Social Sciences is a diverse community of academics, students and staff from across all of our related subjects. Cambridge's reputation for excellence rests upon our outstanding teaching and our world-class research. The Institutions of the School support scholars who are leading authorities in their fields, and are home to innovative and collaborative research projects which continue to push the boundaries of our knowledge and refine how we think and see the world.



About the School

The six Schools of the University are administrative groupings of related subjects. The Council of each School acts as a coordinating organisation for the group, managing and prioritising requests from Faculties and Departments for consideration by the General Board.

The following institutions are within the scope of the Council of the School of the Humanities and Social Sciences:

- Faculty of Economics
- Faculty of Education
- Faculty of History
- Faculty of Law
- Department of Archaeology
- Department of History & Philosophy of Science.
- Department of Land Economy
- Department of Politics and International Studies.
- Department of Social Anthropology
- Department of Sociology
- The Institute of Criminology

The School's total annual expenditure from grants, fees, research grants and contracts and other sources is about £65m. The institutions in the School employ about 1000 staff (academic, assistant and contract). The School has more than 5,000 students, undergraduates and postgraduates, over a quarter of the University's total student population. The post holder will be an integral member of the School Office team.

The Council of the School is chaired by the Head of School, fulfilled by an appointment of a senior academic and supported by a Deputy Head with an education portfolio. The School Office is currently based at 17 Mill Lane, in central Cambridge

Terms of Appointment

Tenure and probation

Appointments will be made on a permanent basis.

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

Hours of Work and Working Pattern

Your normal hours of work are 36.5 hours per week. 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.

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.

Equality and Diversity

We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

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.

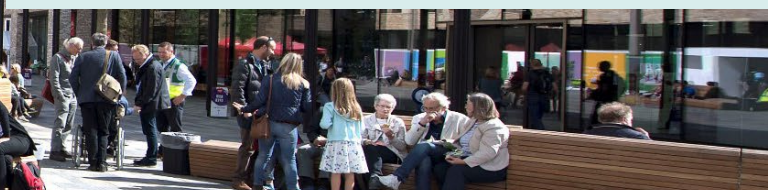
Relocation Support

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 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.

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:

1. Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
2. Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
3. Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
4. Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
5. 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 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 the Department Teaching Administrator DTA@cam.ac.uk or the Business Operations Manager POLIS BOM@polis.cam.ac.uk

If you have any queries regarding the application process, please contact: hr@hsps.cam.ac.uk

The closing date for applications is: **Midnight on Friday 27 June 2025**

The interview date for the role will be as soon as possible following closing date.

