

School Research Grant Assistant

Faculty of History and Faculty of Law
Academic Division

Closing Date: Sunday 10th November 2024

Job Reference: AK43563



School Research Grant Assistant

Salary: Grade 5

£29,605-£33,966

Contract: Permanent

Location: Various -
Central Cambridge

Department:

Academic Division,
School of the Humanities
and Social Sciences
(History and Law)

Responsible to: Senior
School Research Grant
Administrator

Working pattern:

Full Time - 1.0FTE

Purpose of the role

To provide expert support and guidance to Principal Investigators (PIs), administrative and research staff based in the Faculties of History and Law, respectively, resulting in timely, accurate and risk-mitigated research grant applications.

To work with PIs, project support staff, and Faculty staff to enable effective and efficient grant management.

Key responsibilities

- Be aware of current funding calls and their terms and conditions; provide guidance to staff wishing to submit proposals for research funding, advise (and steer) on costs, check data and figures to be used in the proposals, ensure applications are submitted in time, track progress and report any problems.
- Keep up-to-date with changes in funders' strategies, eligibility rules, terms and conditions and the requirements/advice of the University Research Office. Ensure this is communicated to stakeholders. Assist in the review and adaptation of School and Faculty based processes to ensure compliance with University and funder regulations.
- Track the progress of a portfolio of awarded grants. Monitor grant expenditure in conjunction with the accounts team, deal with grants accounting queries. Produce periodic analysis, provide reports on grant financial status to Faculty management, the Senior School Research Grant Administrator, and other School Officers as required.
- Manage information on research activity. Work with and maintain systems to track applications, awards and sponsors, circulate calls for funding from sponsors, maintain filing systems, monitor and provide management information as required, analyse financial data.
- Provide financial support for grants. Ensure that all financial processes and procedures comply with university financial procedures and regulations, produce financial management reports on project funding, maintain grants financial records.
- Act as key point of contact for grant queries to the School and Faculties served from department research staff and from potential grant applicants, and other key stakeholders.
- Support the promotion and publicity of research opportunities, timetables, process and terms / conditions across the Faculties through bespoke material (crib sheets), websites, and the provision of relevant information for events and meetings.
- Provide relevant information to Faculty Committees and support the Faculties by assisting with research related administration and decision making, as required.



Person specification

		Essential	Desirable
Experience			
1	Previous research grants or accounts based experience	✓	
2	Experience/knowledge of grant administration	✓	
Skills			
3	Experienced user of Microsoft Office	✓	
4	High level of accuracy and attention to detail	✓	
5	Excellent organisational skills	✓	
6	Demonstrate factual & theoretical knowledge of Grants Administration	✓	
7	Excellent communication skills	✓	
Qualifications			
8	Educated to HND, HNC, level 4/5 vocational qualification or equivalent level of practical experience	✓	

The School of Humanities and Social Sciences

This role forms part of a tight-knit administrative team supporting the Council of the School of the Humanities and Social Sciences. 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 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 post-graduates, 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, central Cambridge.



The Faculty of Law



The Faculty is one of the world's leading law schools. It is currently ranked second in the United Kingdom in national league tables and is currently placed third in the QS World University Rankings for Law.

The Faculty of Law currently has over 80 University, Faculty and College teaching officers. Almost every area of legal interest is represented. Within its professional services team, the Faculty has 23 administrative staff, an IT team of 5 and a Legal Research Training & Communications Specialist.

Law has been studied and taught at Cambridge since the thirteenth century and the Faculty has a long tradition of excellence in international and comparative law, jurisprudence and legal history. There are around 700 undergraduates, 200 Masters level students (LLM and MCL), and approximately 70 PhD students in the Faculty.

The Faculty is housed in a striking modern building designed by Foster and Partners, which brings together on one site the Squire Law Library, the Faculty's lecture and seminar rooms, and its administrative offices and common room facilities.

The Faculty includes the Institute of Criminology, which is housed in separate premises. The Faculty currently has 11 Faculty Research Centres which facilitate collaborative research and promote engagement with policy-makers and the professions, as well as helping to attract research income.

The Squire Law Library is one of the largest academic law libraries in the United Kingdom, and supports the teaching and research activities of the students and researchers associated with the Faculty of Law. It is an affiliated library of Cambridge University Library.



The Faculty of History



The History Faculty's 100 academic staff (teaching officers employed by either the University or the Colleges) constitute one of the largest and best history departments in the world. Times Higher Education ranked Cambridge History third in the world and first in the UK in the TES World University Rankings 2021 - a measure of both quality and depth. The faculty was ranked first in subject in the Guardian 2020 guide and the Complete University Guide 2021. In the 2021 Research Excellence Framework (REF) the faculty submitted the work of 135 historians. In terms of 'research power' (GPA x FTE), it ranked second in the sector. 46% of the faculty's research was judged 4* ('world leading') and 34% as 3* ('internationally excellent'). Some 600 undergraduates study a single Honours degree in History or joint Honours degrees in either History & Politics or History & Modern Languages:

[Faculty of History home | Faculty of History University of Cambridge](#)

[Research Areas | Faculty of History University of Cambridge](#)

In October 2022, the Faculty launched a new first and second year undergraduate The Faculty of History programme (Parts Ia and Ib of the History Tripos), which represents a significant modernisation of our curriculum and an opportunity to innovate and diversify in terms of content.

Over 100 MPhil students each year take one of the Faculty's eight MPhil programmes, and there are around 300 PhD students.

James Stirling's History Faculty Building (1968) is 'listed' as architecturally significant; the Seeley Library has over 70,000 volumes. The Faculty has more than thirty specialist research seminars.

The Faculty is divided into eight Subject Groups: American; Ancient and Medieval; Economic and Social; Early Modern; Modern British and Irish; Modern European; Political Thought and Intellectual History; and World. All staff members belong to one or more Subject Groups.

The Academic Division



Unified Administrative Service

The University's central Unified Administrative Service (UAS) works in partnership with Schools, Faculties and Departments, providing core professional and administrative services in support of Cambridge's academic and charitable mission. It also offers a range of expertise and skills that help support the development and implementation of policy across a number of functional areas.

The UAS is led by the Registry as the University's Principal Administrative Officer and consists of the following divisions:

- Academic Division
- Estate Management Division
- Finance Division
- Health, Safety, and Regulated Facilities Division
- Human Resources Division
- Governance and Compliance Division

Administrative staff within a number of these divisions, especially the Academic Division and Finance Division, are often physically located in Schools, Faculties and Departments, and are fully involved in their day-to-day operation.

Academic Division

The post is within the Academic Division of the UAS. The Division is responsible for supporting the General Board of the Faculties and for the academic administration of the University, including maintaining the excellence of its teaching and research. The Division is headed by the Academic Secretary and consists at present of some 300 staff, responsible for admissions, examinations, student services, education policy and quality assurance, International matters, research administration and School, Faculty and Departmental administration.

Further details about the Division can be found at: <http://www.academic.admin.cam.ac.uk/>



Terms of appointment

Tenure and probation

The appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a 6 month probationary period.

Hours of Work and Working Pattern

This is a full-time position, working 36.5 hours (1.0 FTE) between Monday and Friday. Days worked can be confirmed with hiring manager.

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.

Screening Checks-

Candidates may be required to undergo a basic disclosure (criminal records) check and a security check prior to any employment.

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 Lauren Taylor, HR Coordinator at Lauren.Taylor@admin.cam.ac.uk, who is responsible for recruitment to this position.

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.

“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



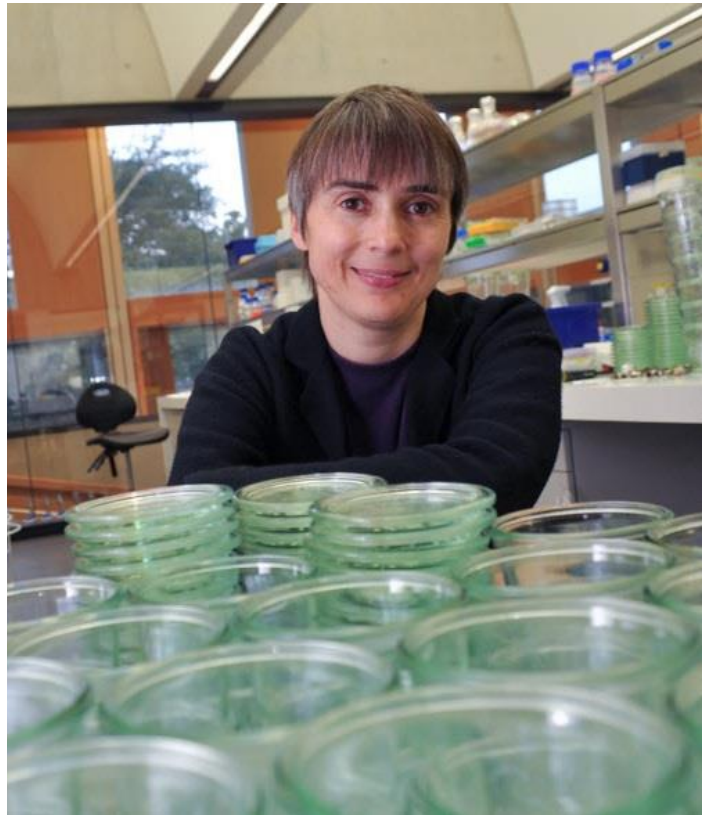
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 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 award, 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.

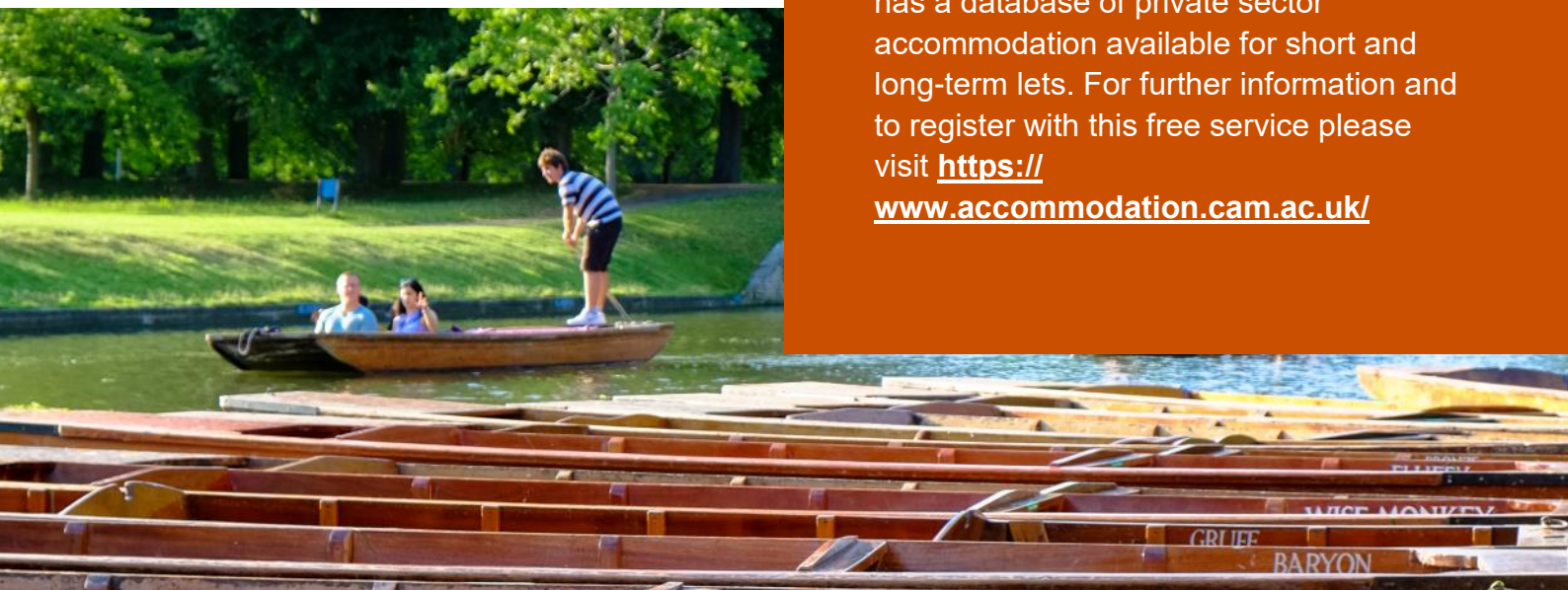
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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/relocation>. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



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: Daniel Starling, Senior School Research Grant Administrator Email: Daniel.Starling@admin.cam.ac.uk

If you have any queries regarding the application process please contact Karin Kuchta, HR Coordinator
Email: acdhr@admin.cam.ac.uk

The closing date for applications is: Sunday 10th November 2024.

Interviews for the role are currently intended to take place in the week commencing 18th November 2024. Although this may be subject to change.