

Scientific Personal Assistant (Research Administrator)

Cancer Research UK Cambridge Institute

Closing Date: 13th November 2024
Job Reference: SW43658



Scientific Personal Assistant (Research Administrator)

Salary:

£29,605- £33,966 per annum with potential discretionary supplement depending on experience

Contract:

Fixed Term - 2 years in the first instance

Location:

Cambridge

Department:

Cancer Research UK
Cambridge Institute

Responsible to:

Dr. Pau Creixell
Junior Group Leader

Working Pattern:

Full Time

Purpose of the role

Our lab (<https://creixell-lab.com>) integrates machine learning and high-throughput biochemistry to study how proteins selectively recognise their substrates, how this process is perturbed in cancer and how it can be hijacked to find highly selective and mutant-specific drugs to overcome drug resistance. Our laboratory is at the CRUK Cambridge Institute, a unique department of the University of Cambridge, core funded by Cancer Research UK's charitable activities, and we're eagerly searching for our new **Scientific Personal Assistant (Research Administrator)**.

As a relatively new lab, we are particularly interested in candidates who will be highly motivated, share our lab values (<https://creixell-lab.com/team/>), and help us maintain and continue our positive lab culture. In your role, you will work together with the Junior Group Leader and the rest of our expanding, interdisciplinary research team by, paraphrasing Stephen Covey, "scheduling our laboratory priorities", instead of prioritising what is on our schedules.

The successful candidate will act as a personal assistant, providing comprehensive personal and laboratory administration. They will provide recruitment facilitation and financial management, while routinely liaising with many internal and external contacts, including those in the University, our scientific collaborators, and invited speakers (e.g., for the '*Quantitative Biology Seminar (QBS) series*').

While on the next section we further describe specific key responsibilities, five overarching characteristics critical for the role are:

1. High dependability, professional integrity and discretion, with an ability to appropriately address scientific and non-scientific confidential matters and be trusted by others within our laboratory and Institute.
2. An ability to liaise with key stakeholders at multiple levels, and balance differing laboratory and institutional demands.
3. An inclusive and authentic approach to working with others, while sharing and promoting our lab values and culture.
4. High proactivity, a passion for scientific research, and an interest in facilitating scientific progress through the role.
5. The utmost attention to detail, in writing and collaborating with others.

Being highly organised, articulate, adaptable, and an effective team player - with a high standard of interpersonal skills and a collaborative attitude - would be advantageous.

As the role will also require coordination with everyone in our lab, as well as others in our Institute and beyond, you should be able to work independently, while also able to collaborate with from others. You will benefit from the support of other experienced administrators in the Institute, who will be able to further enhance your professional development.

Our institute links the laboratory to the clinic, carrying out cancer research of direct relevance to patients. Our mission is to tackle the most difficult problems in cancer and improve patient outcomes. Our science holds the solution.



Key Responsibilities
Personal Administration / Management <ul style="list-style-type: none"> • Manage and maintain the Group Leader diary, scheduling based on priorities agreed with the Group Leader, while interpreting competing research, managerial and academic meetings and tasks, and rearranging appointments as needed. • Arrange paperwork in the style preferred by the Group Leader and prioritise the Group Leader's workflow to ensure deadlines are met. • Receive and appropriately manage the Group Leader's e-mail and other correspondence, prioritising resultant actions and responding without intervention when able or drafting responses when the Group Leader input is required. • Provide a personal assistant service to the Group Leader. • Maintain up-to-date CV and Biosketch of the Group Leader.
Laboratory / Scientific Administration and Support <ul style="list-style-type: none"> • Become an integral part of our laboratory and participate in our different laboratory meetings, assisting in different aspects as required, such as taking notes and executing action plans from these meetings. • Support senior lab members in the administrative submission of scientific articles and grants (including reformatting, coordination of documents, correspondence, and payment of associated manuscript publication) collaborating with the Group Leader and other lab members, ensuring effective and timely submissions, and arrange. • Support senior lab members with preparations of grant applications and quinquennial review documentation including uploading documents to complete eGRANT applications. • Typewrite scientific documents under the supervision of the Group Leader and others. • Support in the proofreading of grants and articles as well as other scientific documents to ensure high standards when we submit and publish our research. • Drafting and adapting of letters of recommendation and support. • Place orders on behalf of all lab members in coordination with our lab manager. • Organise all aspects of our laboratory retreats and scientific exchanges (where your attendance may be required), including sourcing venues and other logistics. • Maintain our laboratory website and other outward-facing aspects of our lab, including Researchfish records on behalf of the Group Leader. • Draft and ensure timely submission of student term reports, thesis advisory committee meetings and thesis defence meetings. • Coordinate and facilitate scientific meetings such as mid-term, tenure review meetings, seminars, conferences, joint lab meetings, institute retreats among others.
Financial <ul style="list-style-type: none"> • Track by spreadsheet pivot tables and other financial tracking methods our laboratory expenditure, including future staff and cost projections that enable our planning of future grant submissions and sustainable futureproofing of our scientific activities. • Support senior lab members to monitor and financially track research grant expenditure and general post-award grant management in collaboration with the Group Leader and other lab members, and use that information to prepare monthly timesheets for grant reporting purposes. • Responsible processing of expense claims and accurate tracking of expenditure and reimbursement, following institute, University and grant terms and conditions. • Responsible for I-Procurement purchasing alongside CUFS. • Collaborate with the Finance team to ensure the payment of Institute invoices e.g. for travel and accommodation. • Make purchases using University Credit Card, code and analyse credit card

Meeting Organisation
<ul style="list-style-type: none">• Provide secretarial support for meetings in the laboratory and Institute, including leading our lab meeting schedule and future plans (such as joint lab meetings or lab meetings given by lab and institute visitors).• Coordinate dates, meeting rooms, and organise catering where required.• Invite participants, create agenda and meticulously prepare all paperwork. Circulate papers and agenda, take minutes and deal with matters arising/action points. Organise travel, accommodation, parking and deal with expense claims as needed.
Conference and Seminar Organisation
<ul style="list-style-type: none">• Organise all aspects of scientific conferences (annually or ad hoc) that our laboratory may host in Cambridge or overseas, including CRUK joint lab retreats and similar.• Invite speakers for conferences and seminar series and organise their travel, accommodation, and expense claims.• Write letters of invitation in support of visa applications.• Raise sponsorship, arrange advertising, print conference brochures, and ensure event remains within set budget.• Create database to track delegates and payments and process these payments.• Ensure conferences and meetings remain within budget.
Travel
<ul style="list-style-type: none">• Research and book all travel arrangements associated with trips, including air/rail travel, insurance, accommodation and visas (if required) for the Group Leader and other lab members.• Prepare detailed itineraries and keep a database of expenditure and reimbursements.
Recruitment
<ul style="list-style-type: none">• Organise all aspects of recruitment in collaboration with HR, including logging applications, arranging interviews, ensuring the interview panel are prepared in advanced with all relevant information regarding the candidates and making all arrangements for the interview day. This may include creating letters inviting candidates to interview and, if based overseas, assisting with travel arrangements and arranging reimbursements.
Other responsibilities
<ul style="list-style-type: none">• Arrange visits by our supporters and donors and participate fully in the Institute open days, welcoming and hosting visitors.• Manage visiting scientist process.• Co-ordinate new starter process for our laboratory staff.• Manage databases for recording of annual leave and sickness leave.• Future duties that may eventually fall within the scope of this position as the lab grows and evolves.

Person Specification

Criteria	Essential	Desirable
Education		
A Level or equivalent qualifications, particularly standard English and Mathematics, or relevant experience	✓	
A degree or equivalent experience		✓
Relevant Experience		
Proven high level Personal Assistant (PA) and administrative experience in supporting a team of people	✓	
Experience of working on own initiative in a scientific or University administration environment would be a distinct advantage		✓
Specialist Knowledge and Skills		
Role holder must have advanced knowledge of Microsoft Office applications (Word, Excel – ideally including pivot tables, PowerPoint)	✓	
Knowledge of diary software, database applications and citation software (e.g., Mendeley) is an advantage (though training will be provided if needed)		✓
Experience in effective email management	✓	
Good problem solving / analytical skills	✓	
Minute taking	✓	
Ability to work both proactively individually with minimum supervision, as well as collaboratively as part of a team	✓	
Highly organised, pro-active individual with a positive professional manner and a keen eye for detail	✓	
Highest level of discretion and diplomacy in dealing with confidential information, sensitive issues	✓	
Ability to use own initiative and judgement, especially in absence of the Group Leader	✓	
Ability to adapt and learn new skills effectively	✓	
Flexibility	✓	
Good time management and ability to prioritise a diverse and changing workload	✓	
Experience in contributing to the development and implementation of new administrative systems and processes would be an advantage		✓
Additional Requirements		
Willingness to acquire new skills, as necessary with adequate training	✓	
There may be a need to work flexible hours on occasion		✓

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	D
People Development	C
Relationship Building	C
Strategic Focus	D

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.



CRUK Cambridge Institute

The Cancer Research UK Cambridge Institute (CRUK CI, www.cruk.cam.ac.uk), housed in the Li Ka Shing Centre, focuses on tumour ecology and evolution. We are one of 4 CRUK core-funded Institutes, the others being the Manchester Institute, The Beatson Institute, and The Francis Crick Institute.

The CRUK CI has a diverse faculty comprising both basic and clinical investigators and aims not only to contribute fundamental discoveries in the basic biology of cancer but also to translate these into the clinic in a way that benefits patients. We have particular strengths in genomics, computational biology, and imaging, and currently devote significant research effort to cancers arising in the breast, pancreas, brain, and colon.

Our underlying philosophy is that only by embracing the full complexity of human cancers will we be able to devise new and effective treatment strategies. This leads many of our groups to examine questions relating to tumour heterogeneity, both between and within individual patients, with a goal of understanding how genomic and phenotypic diversity impact the course of disease development and its response to treatment. We also study the ecology of tumours, probing how interactions between tumour cells and the normal cells of the patient influence their respective behaviours. This includes immune cells but extends to other cell types of the stroma and vasculature. Overall, the Institute seeks to build within areas of strength but is also keen to extend our reach to other cancers of unmet need.

We are a core-funded Institute, receiving generous and flexible support from CRUK, which is meant both to provide a state-of-the-art research environment and to enable investigators to engage in high risk/high reward and/or long-term strategic research programs that would be unlikely to be funded by other mechanisms. We are currently supported by 12 core facilities, whose remits range from genomics and proteomics to whole animal imaging. We also benefit from a dedicated, professional administrative staff.

We have a highly interconnected and collaborative faculty and a vibrant research

environment. We serve as a significant hub within the broader Cambridge cancer community and house the headquarters of the CRUK Cambridge Centre, the

largest of the CRUK Major Centres. In addition, the CI contributes to many of the collaborative centres and initiatives that Cancer Research UK helps to support, including the [Cambridge Biomedical Research Centre](#), the [Experimental Cancer Medicine Centre](#), and the [Cambridge Pancreatic Cancer Centre](#).

We are sited on the Cambridge Biomedical Campus, home to Addenbrooke's Hospital, the University of Cambridge teaching hospital. This site, which encompasses the largest biomedical research cluster in Europe, also hosts many of our collaborating institutes, including the [MRC Laboratory for Molecular Biology](#), the [Hutchison/MRC Research Centre](#), the [Strangeways Research Laboratories for Genetic Epidemiology](#), the [Wellcome Trust Stem Cell Institute](#) and the [Cambridge Institute for Medical Research](#). The campus will soon be home to the Astra Zeneca world headquarters. In the wider Cambridge area we also have extensive links with the [Wellcome Trust Sanger Institute](#), and the [European Bioinformatics Institute](#). The CI is also a member of the [Organisation of European Cancer Institutes \(OECI\)](#).

Overall, the CRUK Cambridge Institute provides an outstanding scientific environment in which investigators are driven to make critical contributions to our understanding of cancer and its treatment.



Professor Greg Hannon, Director of Cancer Research UK Cambridge Institute

School of Clinical Medicine

Doing great work in a great place to work

About the School

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

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

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

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

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



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

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

The School will:

Through inspirational teaching and training, educate individuals who:

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

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

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

Terms of Appointment

Tenure and probation

The post is available as a full-time position with a fixed term of 2 years.

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

Hours of Work and Working Pattern

36.5 hours per week working Monday – Friday.

Your times of work will be notified to you by your institution.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

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 these checks; whether an outcome is satisfactory will be determined by the 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. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via: cshrstaffhub@admin.cam.ac.uk

The University

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

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

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

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

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



About Us

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

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

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

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

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

“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



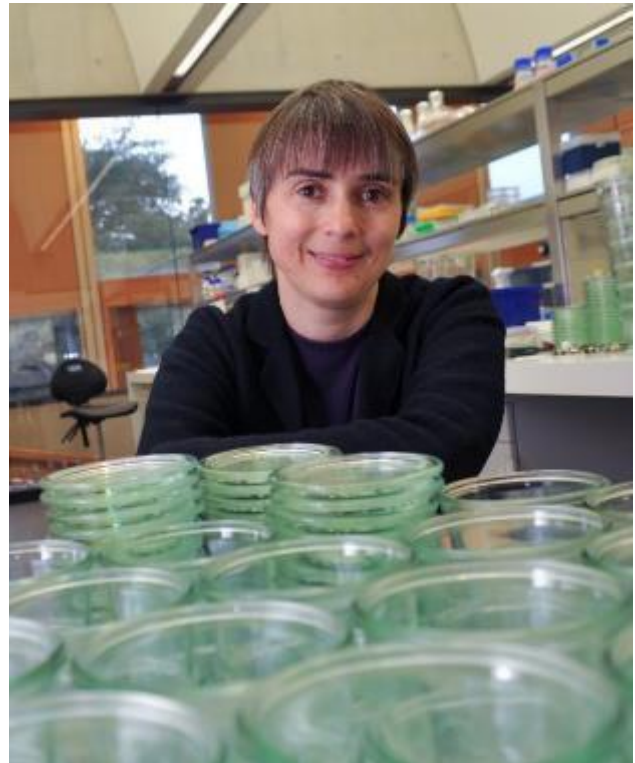
Working at the University

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

Living in Cambridge

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

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

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

Relocation Support

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

Accommodation Service

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



What Cambridge can offer

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

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

Pay and benefits

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



CAMbens employee benefits

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



What Cambridge can offer

Family-friendly policies

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

Other family-friendly support includes:

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

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

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

Your wellbeing

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

Development opportunities

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



Clinical School Benefits

Cambridge Biomedical Campus

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

These include:

Core amenities

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

Sports and Leisure

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

Childcare

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

Apprenticeship opportunities

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



Clinical School Wellbeing Programme

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

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



Equality, Diversity and Inclusion

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

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

How to apply

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

If you have any queries regarding the application process or queries relating to the role, please contact:

Mailbox-hr@cruk.cam.ac.uk



UNIVERSITY OF
CAMBRIDGE