



[Further Particulars](#)

Senior HR Business Partner

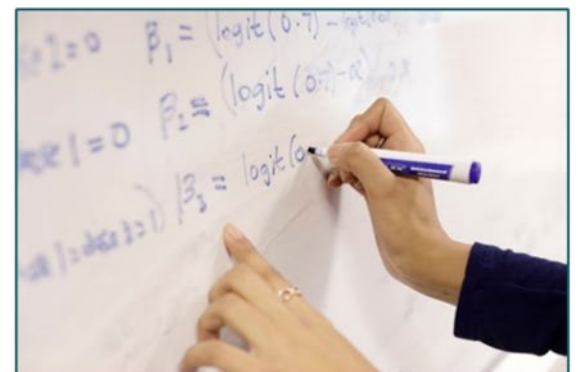
School of Clinical Medicine
Human Resources Department
Closing date: 12 January 2025

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Welcome to Cambridge

The School of Clinical Medicine



Regius | Professor Patrick Maxwell

Welcome
to Cambridge

Thank you for considering the opportunity to join our distinguished University, here at the School of Clinical Medicine.

We are thrilled to welcome candidates who shares our passion for education, innovation, and community. We provide the unique opportunity to drive educational excellence, spearhead innovative research, and shape the future of our esteemed department.

Our community thrives on creativity, collaboration, and a commitment to making a global impact, and we look forward to how your expertise and vision will enhance our vibrant community.

Join us on this thrilling journey as we continue to push boundaries, inspire breakthroughs, and transform lives worldwide.

Yours sincerely,

A handwritten signature in black ink that reads "Patrick Maxwell".

Professor Patrick Maxwell | DPhil FRCP FMedSci

Regius Professor of Physic & Head of the School of Clinical Medicine

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

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**

School of Clinical Medicine

Welcome to the University of Cambridge School of Clinical Medicine, a vibrant and dynamic hub of clinical medical education and research excellence.

With nearly 3,000 dedicated colleagues, ranging from distinguished academic professors to essential administrative support. We are a diverse and inclusive community united by a passion for advancing healthcare.

Our journey began in 1976, following the Royal Commission on Medical Education's recommendations from the late 1960s, leading to the establishment of a comprehensive medical course in Cambridge. This milestone was marked by 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 inaugurated the Clinical School Building, which now houses our medical library, lecture theatres, and seminar rooms.

Our Mission and Aspirations: At the School of Clinical Medicine, we are committed to revolutionising medical practice and deepening our understanding of biological sciences across a spectrum of clinical specialties and scientific disciplines. Our approach is rooted in collaborative research that not only spans the breadth of biomedicine but also intersects with the mathematical, physical, and social sciences.

We are pioneers in supporting and developing key enabling technologies that drive our research forward.

Major Research Areas: Our research covers a wide range of critical areas, including:

- Antenatal, Maternal and Child Health
- Cancer research
- Cardiorespiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine

Leadership in Education and Research

Under the stewardship of Professor Patrick Maxwell, FMedSci, Regius Professor of Physics and Head of the School of Clinical Medicine, our School strives to lead in education, discovery, and healthcare.



School of Clinical Medicine

We achieve this through Inspirational Teaching and Training: Educating individuals who are destined to become outstanding doctors or biomedical scientists. Our graduates are known for their deep scientific understanding, exceptional clinical and communication skills, and a compassionate, professional approach to patient care. We are proud to equip them to be future international leaders in their fields.

Commitment to Excellence in Research: Supporting scientists of global renown in both basic and clinical research. Our focus is on understanding fundamental biology and the mechanisms underlying disease. We integrate basic and clinical research, apply rigorous, mechanism-based approaches to clinical problems, and drive innovation to tackle society's health challenges.



The Department | Office of the School of Clinical Medicine

The Clinical School Office provides central professional services to the Head of the School (Professor Patrick Maxwell, Regius Professor of Physic), the Clinical Dean (Dr Paul Wilkinson), Sub-Deans, and the Academic Departments, Units and Institutes of the School. The Secretary of the School, Dr Caroline Edmonds, is overall head of professional services.

- The General Division has responsibility for the management of administrative functions and resources across the School of Clinical Medicine. In addition, it has oversight of all departmental administration, including the overall management of all HR, Estates, Financial, Facilities and Strategic Planning matters at departmental level. (Headed by Mrs Jackie Hall).



The Education Division works closely with the Clinical Dean, Deanery Team and the Secretary of the School on matters of educational policy and strategy. Faculty Board considers all educational aspects of the School's business, covering undergraduates, graduates, and clinical trainees, and the Secretary of the Faculty Board provides leadership for the relevant administrative teams within the School. (Headed by Dr Litsa Biggs).



The Finance Division has responsibility for managing the finances of the Clinical School and all departments through two main arms: Accounts and Financial Planning & Analysis. (Headed by Mr Robin Uttin)

The Research Office offers expert guidance in securing and administering sponsored research funding for our academics, administrators and sponsors. (Headed by Dr Tamsin Sayer)

The HR Team supports management and staff in the School by promoting best practice and providing employee relations case support, HR management information, guidance on the application of HR policies and procedures, as well as some recruitment services. (Headed by Mrs Caroline Newman).

The School Office building also offers shared teaching and meeting room facilities, including an e-learning suite, and a staff and student café



**Dr Caroline Edmonds,
Secretary of the School**

Our Values

Developed by professional services colleagues, 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.

At the School of Clinical Medicine, our values are the foundation of everything we do. They guide our actions and shape our culture, ensuring we stay true to our mission of advancing medical knowledge and improving healthcare.

Excellence: We strive for the highest standards in all we undertake—whether in research, education, or professional services. Excellence is our benchmark, driving us to continually push the boundaries of knowledge and practice.

Togetherness: We foster a culture of inclusivity, support, and collaboration. By working together, we bring out the best in our colleagues and students, creating a strong community that thrives on mutual respect and shared success.

Openness: Transparency and public engagement are central to our approach. We actively involve patients and the public in our research and educational processes, and we are committed to sharing our scientific discoveries broadly and openly.

Fairness: We are dedicated to expanding access to medical education and research. By addressing inequalities in health and healthcare, we ensure opportunities are more evenly distributed across society.



“To work or study; it is a community where the brightest minds come together to make a profound impact on healthcare and medical science. We invite you to be part of this transformative journey, contributing to groundbreaking discoveries and improving medical practice for individuals and populations around the world. Welcome to a place where excellence in education and research meets a commitment to compassionate healthcare.”

Professor Patrick Maxwell DPhil FRCP FMedSci
| Regius Professor of Physic | Head of the School of Clinical Medicine.



Equality, Diversity and Inclusion

At the University of Cambridge, we know that our reputation is built by our people and that diversity is integral to our success. We believe that inclusivity amplifies our impact and that our strength lies in our differences. Here, diverse backgrounds, perspectives, and disciplines come together to foster meaningful discussions, generate fresh ideas, and drive innovation.

By embracing diversity, we unlock new perspectives that shape our shared purpose of making a positive impact on the world. Regardless of where we come from or our individual backgrounds, what unites us is our commitment to this common purpose. We value each person's unique contributions, creating a collective that strives to advance education, promote learning, and lead groundbreaking research. With our global presence and a diverse workforce, we are connected by our shared mission and vision for a better future.

We particularly encourage women and 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. (Please see relevant guidance before inclusion:

<https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action>

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 during 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 via: cshrstaffhub@admin.cam.ac.uk

Our Staff University Support Networks include and is not limited to:

- [Chaplaincy for University Staff](#)
- [Dignity at Work](#)
- [The Disability Resource Centre \(DRC\)](#)
- [Black, Asian and Minority Ethnic \(BAME\) Staff Network](#)
- [Lesbian, Gay, Bisexual and Transgender Network](#)
- [Women's Staff Network](#)
- [Supporting Parents and Carers @ Cambridge Network](#)



The Role

Salary: £46,485 - £58,596

Grade: 9

Contract: Permanent

Academic related

Location: Cambridge Biomedical Campus

Department: SCM | Human Resources

Responsible to: Head of HR

Working Pattern: Full Time

The University of Cambridge supports hybrid working for staff where possible, though some roles do require tasks to be done on-site.

We also welcome applications for part-time or job-share arrangements and are committed to flexible working to foster a diverse, inclusive workforce. If interested in a job share, please indicate this in your application, and we will explore options during recruitment.

The purpose of the Role.

The Senior HR Business Partner will be a key member of the SCM Senior HR management team. SCM HR is a specialist HR team that provides a range of HR, recruitment and clinical services to staff and visitors of all the departments, institutes and units within the School of Clinical Medicine (approximately 3200 staff (including 410 clinical and 190 staff on CRUK/MRC legacy TUPE terms and conditions) and over 1000 visitors).

The Senior HR Business Partner will provide strategic and operational leadership to ensure their client areas have excellent, responsive business partnering, resourcing and HR administration functions. The Senior HR Business Partner is responsible for developing the departmental HR and workforce plans to ensure they align with the changing strategic needs/aims of the School, HR, University and NHS. They will work with the HR management team to implement the School people action plan aligned to the University People Strategy and the School Academic vision.



Key Responsibilities

The purpose of the role

The Senior HR Business Partner is a member of the HR Advisory Team and works closely with other colleagues in the HR Division. The post holder also contributes to the development of University-wide HR policy development and other operational initiatives along with the development and implementation of SCM specific clinical policies and practices.

Key Responsibilities:

The post holder will lead and manage two teams to deliver a portfolio of services including HR business partnering, workforce planning, resourcing, medical staffing, EDI and pay and reward) across the School.

The post holder takes the lead to develop and deliver innovative, best practice HR solutions to meet departmental and School objectives. The post holder will maintain close working relationships with external stakeholders/partners on the Biomedical Campus especially with the NHS. Be an ambassador for the HR Division in these interactions.

The post holder deputises for the Head of HR (School of Clinical Medicine) along with the other Senior HR Business Partner in their absence. Both Senior Business Partners will cover for each other as required as well.

Provides leadership and expert HR advice across the School to ensure that all relevant parties are well equipped to reach decisions relating to the HR service within that particular department.

Strategy: Develops and leads the HR and workforce plans (12-18 months in duration) which meets the needs of the School, University and the NHS. Monitor and review people management data to identify, risks, issues and trends to seek opportunities for continuous improvement influencing challenging individuals. Delivers high quality customer-focused HR services building and maintaining long term relationships with senior stakeholders within the School, University and external partners (both nationally and internationally) e.g. NHS, CRUK, industry partners and Cambridge Enterprise.

Part of the HR Division's Schools team and contributes to a range of university-wide initiatives to ensure HR business partners views are represented.

Employee Experience: Contributes to the development of staff experience that delivers a high-quality inclusive culture under the School's strap line of "doing great work, in a great place to work". Leads on engagement projects. Develops and delivers the SCM HR/Recruitment and Management Essentials Training Programme (series of training sessions) to engage and up-skill workforce on all aspects of the people agenda.

Employee Relations: Provides advice and guidance in response to HR best practice, procedure or policy within a legal or organisational policy framework. Oversees all case work in partnership with the Case Management team, identify cases that they can support and advise on and ensuring that those remaining within the HR team are allocated fairly across the team. Works with their client area on complex, sensitive and

Key Responsibilities

high-risk cases where precedent is less readily available including clinical cases involving NHS Managing High Professional Standards (MHPS) disciplinary processes and referrals to the GMC etc. Expert point of reference in the team. Develop and maintains effective working relationships with trade union colleagues, ensuring that positive employee relations and effective negotiation and consultation practices are in place. Coaches and facilitates the acquisition and development of skills and knowledge in others (managers and colleagues) so that they are better equipped to be self-reliant in dealing with people issues.

Resource and Workforce Planning: Plays an active role in the annual business planning cycle, ensuring an integrated approach is taken to workforce planning. Provides effective strategic and operational advice/support to shape large scale change management and business transformation initiatives e.g. leading and implementing new change programmes/buildings, TUPE and international global health projects.

Medical Staffing/Clinical Contracts: Leads and manages the Clinical Contracts team and implements medical staffing projects changing clinical terms and conditions e.g. Junior Doctor and Consultant contract changes when agreed in line with national agreements and local agreements. Responsible for complex clinical pay and contractual issues liaising with the relevant staffing group across the University. Develops and implements policies within the University specifically for clinical staff e.g. disciplinary and grievance procedures.

EDI: Develops and delivers equality, diversity and inclusion initiatives that deliver high quality and non-discriminatory SCM HR policies and practices within client area/School.

HR Leads for the SCM Respect@Work and SCM Career Development Programmes including, developing programmes, positioning papers for SCM Leadership team, delegated budget management and communications. May Chair the Biomedical Campus Network meetings for these specific areas.

Reward, Recognition and Career Development: Leads on the management and implementation of pay and reward schemes for the School including CRUK and MRC institutes within the Clinical School. Supports the annual University promotion/pay and reward schemes, attending School Committees as required and ensuring that all deadlines are met for each annual exercise. Regularly reviewing and amending the SCM pay policy frameworks to ensure they are in date, and meeting the requirements for both equal pay and the gender pay gap. Reviews and manages the annual talent matrices for their client areas to support their workforce plans.

Team Management:

Provides leadership and direction to the SCM business partnering team and the Clinical Contracts team to ensure the delivery of high quality strategic and operational HR services are provided to their client areas. Responsible for the appraisals and performance management/development of SCM business partnering team which includes setting clear performance objectives, providing regular feedback and agreeing personal development plans, in order to ensure a high performing, efficient, engaged and highly motivated team. Deputises and oversees management of SCM HR team in Head of HR's absence.

Person Specification

Criteria	Essential	Desirable
Education		
Professional CIPD Qualification or Equivalent (ideally Associate or Chartered). Evidence of on-going personal and professional development	✓	
Experience		
Experience of advising and influencing senior management on matters of HR strategy and practice	✓	
Evidence of having coached/mentored/managed professional HR staff	✓	
Evidence of having implemented business plans and large scale project planning and management methodology, including the delivery of work to quality and time, autonomously and through others.	✓	
Working within an NHS Trust/Body or a HEI Medical School		✓
Experience of budgetary management		✓
Leadership experience and achievements		
Strong management and leadership skills, acting positively, flexibly and constructively, bringing energy and focus to the work	✓	
Ability to coach and advise colleagues on complex issues using strong communication, influencing and negotiation skills	✓	
Ability to analyse problems at strategic and operational level, identify root cause and develop a range of creative and solutions that will add value	✓	
Ability to focus on customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development	✓	
Strong organisational and project management skills with ability to manage large and/or complex projects	✓	
Ability to take responsibility for planning own work, consistently achieving and delivering to time and quality despite tight timescales and conflicting priorities	✓	
Good written and verbal communication skills and ability to successfully present information verbally through use of formal presentation tools	✓	

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	A
Communication	A
Innovation and change	A
Negotiating and influencing	A
People development	A
Relationship building	A
Strategic focus	A



Living in Working at the University 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.

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/>



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.

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'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 northwest 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.



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.

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.



Cambions employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 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 Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety

Terms of Appointment:

Tenure and probation: appointments will be made on a permanent

www.hr.admin.cam.ac.uk/policies-procedures/guidance-use-fixed-term-and-open-ended-contracts/recruitment-and-objective

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

Hours of Work and Working Pattern: the appointment is full-time working Monday to Friday.

Pension: you will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave: Full-time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

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/ standard Disclosure and Barring Service (DBS) Check/an enhanced Disclosure and Barring Service (DBS) check/a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.



UNESTABLISHED Academic Related

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 including any reasonable adjustments are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the application process, please contact: Staff Hub at: CSHRStaffHub@admin.cam.ac.uk

Application form:

A covering letter addressing your motivation for applying including how you meet the selection criteria.

A curriculum vitae detailing your professional experience and qualifications.

Key dates.

Closing date: **12 January 2025**

Interview date: **to be confirmed**



