

# Graduate Office Assistant

Department of Land Economy

January 2018



# The role

## Salary:

£19,305—£22,214

## Contract:

Permanent

## Location:

Silver Street, Cambridge

## Department:

Land Economy

## Responsible to:

Graduate Officer Co-ordinator

## Working Pattern:

Full-time

## Purpose of the role

The Department of Land Economy is looking for someone to work full time in the Graduate Office providing support for the MPhil and PhD admissions process and other day-to-day MPhil and PhD administration, including examinations. Reporting to the Graduate Office Coordinator, you will undertake a wide variety of tasks from the initial point of enquiry through application, and admission, to the final examination, including support to students and academic staff throughout these processes. Your primary focus will be on admissions.

We are looking for a strong ability to work independently, as well as part of a team, with a flexible and adaptable approach to work, strong organisational skills, and a keen eye for detail and accuracy. The post is full-time.

## Key responsibilities

The Department receives approximately 500 graduate applications a year across its programmes (five MPhils and a PhD programme). The role holder is responsible for ensuring the efficient and accurate processing of all graduate applications and is required to understand the processes, regulations and criteria that govern the applications process and departmental decision making. Key responsibilities include:

- Day-to-day processing of applications through the entire cycle from application through offer to confirmation, using CamSiS and the department's graduate admissions database (MS Access), liaising at each stage with the Graduate Co-ordinator or relevant academic staff as required.
- Responds to all general enquiries concerning the applications process from applicants and academic staff as required (telephone and email and in person); discussing any difficult cases with the Graduate Co-ordinator to agree an appropriate response and/or to

refer the case on.

- Manages, develops and maintains all aspects of the graduate admissions database (MS Access) ensuring information is kept up-to-date, inputted accurately and verified as appropriate.
- Sets up and runs reports from CamSiS and the database as required.
- Manages the dispatch, collation and filing of completed review sheets (MS Excel); ensuring that all required information is stored for future reference.
- Liaises directly with the University's Graduate Admissions Office, Graduate Director, Course Directors and supervisors/academic staff concerning admissions in general and in relation to specific cases as required.
- Advises applicants and staff alike concerning admissions and funding deadlines and processes as required.
- Creates summary lists of the status for applications (by course) and ensures these lists are up-to-date, maintains the Degree Committee sub-committee list and applications numbers sheet/data for circulation at each meeting.
- Assists the Graduate Co-ordinator with funding rounds as required.

### **MPhil Examinations:**

The taught elements of the MPhil programmes are examined in January and April, with a dissertation submitted in July. Project work is submitted at various times throughout the academic year. The MPhil examinations process is run out of the Graduate Office.

- Assists the Graduate Co-ordinator with routine administration of the MPhil examinations process as required (e.g. collation of examination scripts, copying of papers for MPhil Examiners' meetings, delivering papers to the printers etc.)
- Answers any MPhil queries concerning the examination timetable and the examination regulations and submissions of project work/dissertations, referring queries to the Graduate Co-ordinator, Chair of Examiners or AO as appropriate.
- Receives submitted project work and dissertations, and organises assistance from other members of assistant staff if necessary; ensuring that work is submitted in keeping with departmental procedure and the requirements for the piece of work concerned; highlights any queries or names of students who have missed deadlines and informs the Graduate Co-ordinator; ensures any complaints from the students are noted and passed and/or referred to the Graduate Co-ordinator.
- Assists the Graduate Co-ordinator with the inputting of marks into the markbook and CamSiS as required; generates provisional and final marks letters.
- In the absence of the Graduate Co-ordinator, supports the Administrative Officer in taking minutes of the MPhil Examiners' meetings.

### **Graduate Induction(MPhil and PhD):**

- Assists the Graduate Co-ordinator in the collation of any materials to be sent to new students (e.g. reading lists), and for the annual induction sessions; liaising with academic and administrative staff as required.
- Sends induction information (via email) to confirmed students and responds to any queries from students in this respect;
- Ensures Course Directors receive lists of their confirmed students in advance of the induction day as appropriate;

- Attends the session to set-up and help out, and to answer any questions that students may have referring students to the Graduate Co-ordinator or member of academic staff where appropriate.

### **General Graduate Administration:**

- Assists the Graduate Co-ordinator as necessary with anything relating to the Degree Committee, including photocopying and distribution of papers and letters, and producing reports; In the absence of the Graduate Co-ordinator takes the Minutes at Degree Committee meetings.
- Assists the Graduate Co-ordinator with matters relating to PhD student administration/examinations as required.
- Acts as the first point of contact for general enquiries relating to graduate matters from current students, prospective students, and external contacts, referring to the Graduate Co-ordinator where appropriate.
- In the absence of the Graduate Co-ordinator, liaises with relevant administrative and academic staff concerning any issues arising that require prompt action.
- Ensures student files are kept up-to-date as required; ensures that files of former students are archived appropriately and the archive lists updated.

### **General Department Support:**

- Covers reception on a rota basis and additionally if the receptionists are absent on sick leave;
- Assists with any Open Day planning or any other events based in the Department;
- Sorts post and undertakes other general clerical duties as directed by the AO according to workload and Departmental priorities.

# Person specification

	Essential	Desirable
<b>Education</b>		
Good level of education, preferably to A-level standard, with at least GCSE Maths and English.	√	
Excellent IT skills, to include email, Microsoft Word, Excel and Access, are essential.	√	
Familiarity with Internet Explorer and use of the web in connection with office work and information gathering are desirable.	√	
<b>Specialist Knowledge and Skills</b>		
Secretarial qualifications, up to or including RSA II typing, word processing/database experience.		√
Ability to be flexible and adaptable and work to tight deadlines.	√	
Excellent organisational skills.	√	
<b>Interpersonal and Communication Skills</b>		
Good at working either as part of a team or independently;	√	
Friendly, helpful manner and ability to deal with information in a confidential and discreet manner;	√	
Excellent communication skills, both written and oral, with the ability to communicate with people on all levels	√	
<b>Relevant Experience</b>		
Previous experience desirable, with one year clerical or administrative support role, ideally in an education environment	√	

# The department



The Department of Land Economy is a leading international centre, providing a full programme of taught courses within an intensive, research-oriented environment. In the 2014 Research Excellence Framework assessment, 50% of the Department's research work was described as "World Leading" and a further 38% as "Internationally Excellent".

Land Economy, as a subject, considers the role and use of land, real estate and environment within an economy. It applies particularly the disciplines of economics, law and planning for the analysis of the governance of land use, urban areas and interactions with other environmental resources.

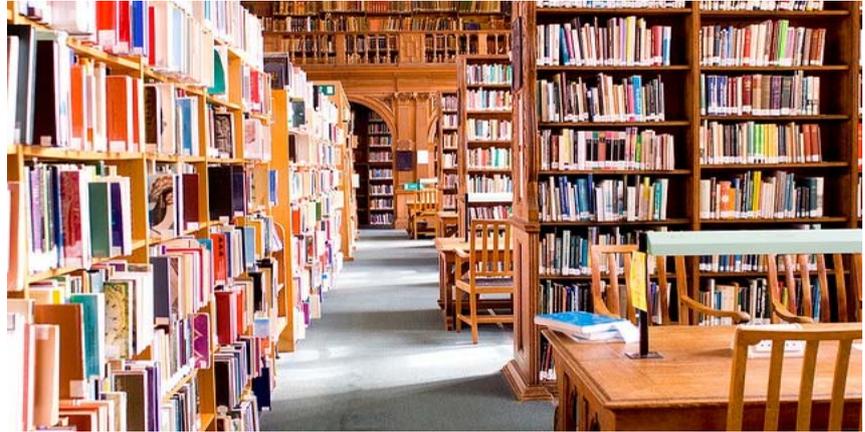
The Department addresses contemporary problems as well as more fundamental analysis. This includes both the role of governments in establishing regulatory frameworks within which land and related markets operate and the role of private organisations in owning, managing and developing physical and financial assets within those markets. This combination gives the Department of Land Economy a unique and valuable perspective of critical public and private issues.

The Department currently has over 40 teaching and research staff and approximately 320 students. We have a three year undergraduate course and a postgraduate programme that offers both instructional and research based MPhils, as well as a three-year PhD. Research within the Department falls into one of our two research groups, namely Real Estate and Urban Analysis and Environmental Economy and Policy.

# The School of Humanities and Social Sciences

## About the school

The School of the Humanities and Social Sciences includes a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to ethnography and the analysis of the material culture and thought of past societies. The geographical range is equally broad, with Centres of African, Latin American and South Asian Studies, and specialists within each Department or Faculty. Each institution has its own well developed research profile, but increasingly we are working across disciplinary boundaries within the School and with colleagues in other Schools. The School is participating in university-wide Strategic Research Initiatives such as public health, global food security, energy and conservation which bring the insights of social sciences to bear on some of the major issues facing the world today; Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an



increasingly important role in understanding the social, political and economic contexts. We are fortunate in the provision of research funds from the Philomathia Foundation for the Social Science Research Programme. The School is, in terms of student numbers, the largest of the six Schools in the university.

# Terms of appointment

## Tenure and probation

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

## Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday.

## 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/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 7.2 weeks (36 days), inclusive of public holidays.

## 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.

## 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 HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).



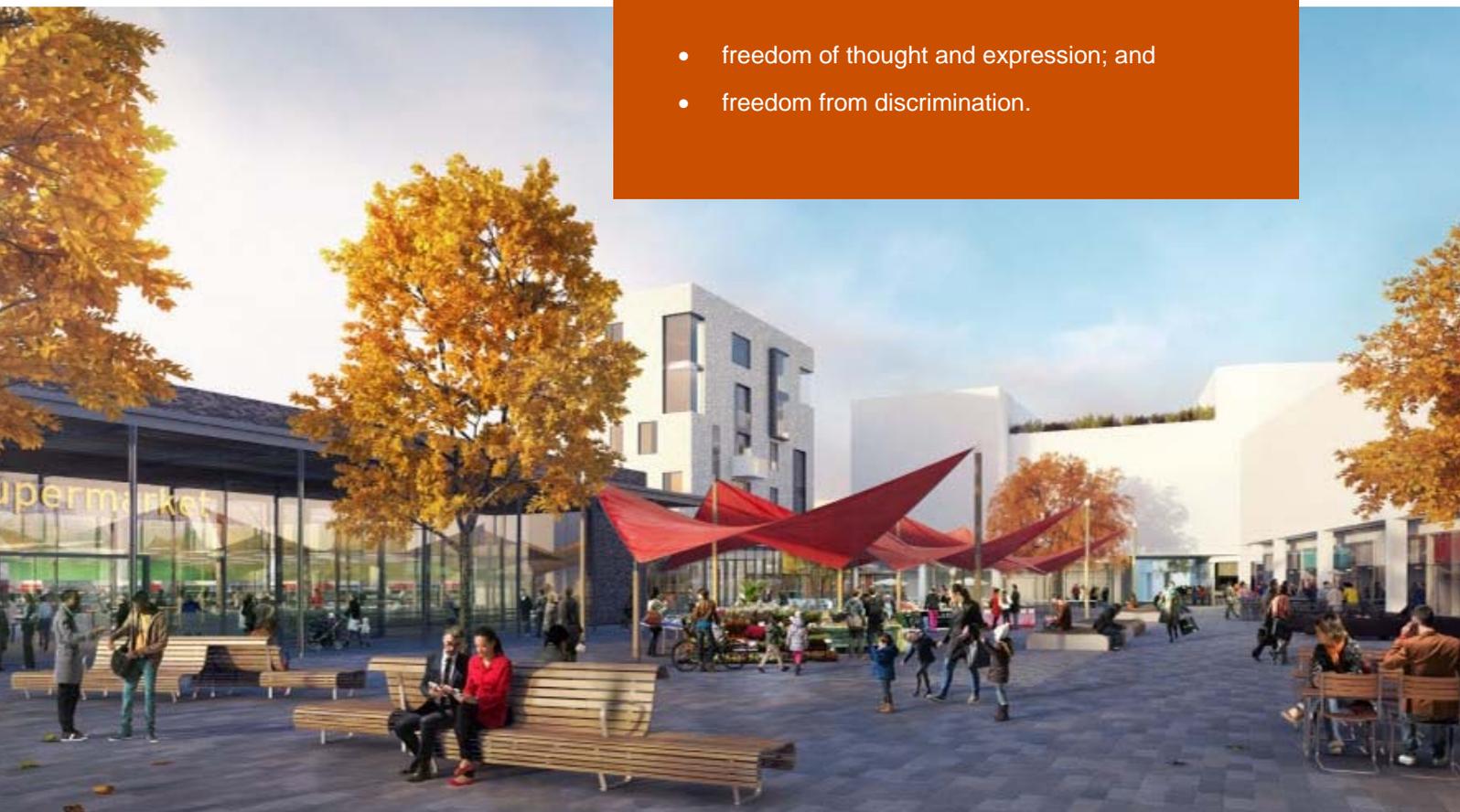
# The University

**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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 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,

**Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.**

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.

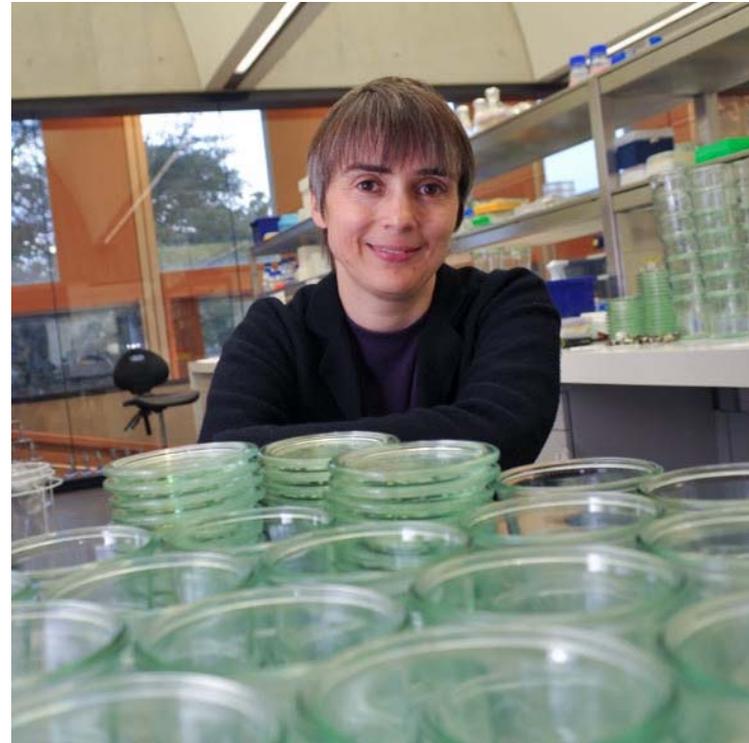
The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University 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.

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.

# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 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. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. 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 has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.



# 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.

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.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](http://www.visitcambridge.org), the official tourism website for the city.

# 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.

## 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. CAMBens Cars and CAMBens Cycle to Work salary sacrifice schemes are also available, which enable 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 of Cambridge.

## 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.

In addition, our Ofsted rated 'outstanding' workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. 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.

## 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.



# What Cambridge can offer

## 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.

## Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website [www.nwcambridge.co.uk](http://www.nwcambridge.co.uk)



The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

## Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups



and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. 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/>

## 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.

**Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.**

*Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016*

# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://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.

Informal enquiries and any queries regarding the application process are welcomed and should be directed to:

**Sam Coulson**—Administrative Officer for Department of Land Economy

**Tel:** 01223 (3)37143

**Email:** [slc74@cam.ac.uk](mailto:slc74@cam.ac.uk)

The closing date for applications is 27th February 2018



UNIVERSITY OF  
CAMBRIDGE