CRERC and MSt Business Office Assistant
Cambridge Real Estate Research Centre (CRERC)
Department of Land Economy

January 2024
Job Reference: JP39344
The role

Purpose of the role
The Department of Land Economy seeks to appoint a Research Centre and MSt Administrative Assistant, based in the Department of Land Economy at the University of Cambridge. As Centre administrator assistant for the Cambridge Real Estate Research Centre and as administrator assistant for the Masters in Real Estate and the Masters in Climate, Environmental and Urban Policy. Both courses will have two cohorts per annum running consecutively. The post holder project assists the delivery of various centre/departmental events and initiatives as appropriate.

Key responsibilities
The role holder will provide administrative support for the Real Estate Research Centre and the two MSt programmes in the Department.

The Cambridge Real Estate Research Centre was formed in 2013 to respond to the expanding national and international research agenda in real estate and to bridge the gap between academic theory and commercial practice in the sector. The Centre is one of the dedicated research centres at Cambridge University and contributes to the world class status of research at the University. We are a non-profit making organisation with any surpluses used to support further research and education in the Centre and the Department.

Both of the M.St Courses run (outside term time) over two years and is delivered through a combination of distance learning and residential sessions. Students are resident in College at the University. Administrative support continues throughout the year.

Masters in Studies[MSt] Course Administration

• Assists the CRERC and Mst Business Coordinator with the organisation and running of the MSt in Real Estate programme and the MSt in Climate, Environment and Urban Policy. Providing course administrative support throughout the course cycle in delivery of the two MSt programmes.

• Carry out administration of applications through the admission processes, including day to day processing of applications through the entire cycle from application through offer to confirmation, making use of the University systems including: CamSIS and Panel

Salary:
£25,742—£29,605

Contract:
Permanent

Location:
19 Silver Street, Cambridge

Department:
Cambridge Real Estate Research Centre, Dept of Land Economy

Responsible to:
CRERC and MSt Business Coordinator

Working pattern:
Full Time
University of Cambridge
www.cam.ac.uk

- Responds to all general enquiries concerning the courses and application process and from applicants, students and academic staff as required. Responds or refers to others as appropriate.
- Assists with routine administration of the MSt assessment and examinations process. Ensures coursework is submitted on time, keeps records of submissions, distribute written work for marking, ensure examiners' reports are received on time, and send copies of reports to students.
- Maintain administrative systems, student information systems and office filing systems (electronic), maintain databases of enquiries, applications, students, lecturers/speakers and other contacts. Assist in updating course information and departmental web pages.
- Assists with organisation of the residential sessions in Cambridge; including timetabling, room bookings, events, accommodation and travel.

Research Centre Administration
- Assists the CRERC/MSt Business Coordinator with all aspects of the organisation and running for the Real Estate Research Centre
- Provide secretarial/administrative support. Receive calls and take messages, liaise with other Departments and organisations, type correspondence, organise meetings and small-scale events (book rooms, order refreshments, send out invites and directions etc.), take minutes, organise routine travel arrangements.
- Liaise with external academic, professional and practitioner groups engaged with the Research Centre, as directed by the CRERC/MSt Business Coordinator

Other Duties
- Provides reception cover in the absence of the receptionists.
# Person specification

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<th>Education</th>
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<th>Desirable</th>
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<tr>
<td>Educated to A level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience</td>
<td>✓</td>
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## Academic

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<td>Previous University experience, especially experience of course administration in a University environment</td>
<td>✓</td>
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<td>Experience of using systems and maintaining databases</td>
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<td>A ‘can do’ attitude, ability and willingness to learn new skills and systems</td>
<td>✓</td>
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<td>Ability to work flexibly as there may be times when support or additional hours is required during events or the MSt residential blocks</td>
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## Experience and Skills

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<tr>
<td>Previous administrative experience/following office procedures</td>
<td>✓</td>
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<td>Good organisational skills</td>
<td>✓</td>
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<td>Good communication and interpersonal skills</td>
<td>✓</td>
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<td>Competent in using software packages, e.g. Word, Excel and Outlook</td>
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<td>Good team working skills</td>
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<td>Demonstrate knowledge of facts, principles, processes and general concepts related to administration</td>
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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 appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern
The hours of work for the position are 36.5 hours per week, Monday to 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/.

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/
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, 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.

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.
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, 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 NorthWest 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

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 by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

For general information about the University’s use of your personal information while you are a student, please see https://www.information-compliance.admin.cam.ac.uk/data-protection/

Informal enquiries are welcomed and should be directed to:

Ms Megan Renouf— CRERC and MSt Business Coordinator

Email: mr777@cam.ac.uk

If you have any queries regarding the application process please contact Sam Wyatt, slc74@cam.ac.uk

The closing date for applications is 8th December 2023