

Executive Manager

Centre for Trophoblast Research

Closing date: 14th January 2022



Executive Manager

Salary:

£31,406 - £40,927

Contract:

Fixed Term – 3 years in the first instance

*Possibility of renewal subject to funding***Location:**

Cambridge

Faculty / Department:Centre for Trophoblast Research
– Department of Physiology,
Development & Neuroscience**Responsible to:**

Prof Kathy Niakan

Working Pattern:

Full Time

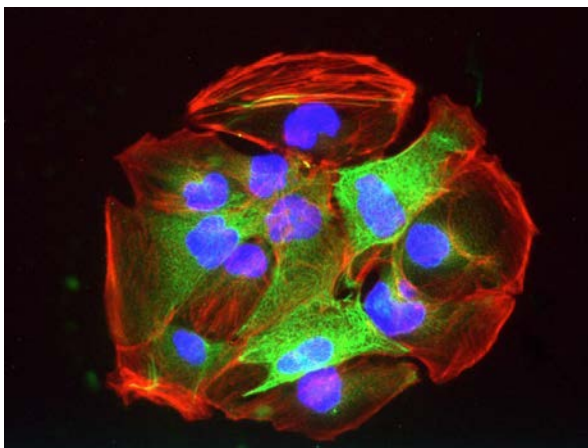
Purpose of the role

The Centre for Trophoblast Research (CTR) is seeking to recruit an Executive Manager who will be responsible for the development and operation of the Centre's activities, including supporting the research strategy of the CTR and developing funding opportunities. Reporting to the Director, the Executive Manager will help steer the over-arching aim of the CTR and will build and support networks within the CTR and between the CTR and strategic partners, ensuring Cambridge remains a world leader in research in placental biology and reproduction.

The Executive Manager will work closely with the Centre Training and Licencing Coordinator to support strategic objectives of Centre to increase and diversify research grant income and to foster strong collaborative opportunities between the approximately 30 group leaders within the CTR. This will be achieved through an excellent understanding of funders and their objectives within the UK and internationally.

The Executive Manager will have an important role in enhancing local provision of research grant support tailored to researchers in the CTR and participate in grant preparation and supporting grant applicants. For example, identification and coordination of the application for collaborative grants between CTR groups, shared equipment and strategic applications in consultation with the Director. The role holder will work closely with the Department of Physiology, Development and Neuroscience grants team to assist with costing and submitting grants. They will also engage with networks and themes within the School of Biological Sciences and with University of Cambridge Strategic Research Initiatives and Interdisciplinary Research Centres, the University more widely and external organisations to promote the CTR and instigate funding and collaborative opportunities.

The Executive Manager will also provide general administrative support to the Director of the CTR, to ensure the Centre operates effectively. The role holder will serve as the primary point of contact in the CTR for PhD students and NGFs, and will be responsible for coordinating CTR seminars, away days and annual meetings with the support of NGFs and PhD students.



Key responsibilities:

Research Strategy

The post holder will support and help to attract research funding and build networks with companies, funding agencies, policy makers, academics and other organisations, both nationally and internationally. They will develop long-term funding streams for the CTR, including philanthropy, sponsorship and grant funding. The post holder will lead and assist in writing, revising and submitting research funding grant applications in consultation with the Director, CTR Principle Investigators (PIs), Department and University grants administrators. They will liaise with grant administrators of other university departments or other universities where multi bidding is applicable, prepare progress reports for funding bodies.

Build and support research networks

The post holder will initiate and develop projects which will stimulate cross disciplinary research. This includes identifying opportunities, arranging meetings and workshops and follow up, monitoring relevant research, industry, and policy developments, and giving advice to researchers on opportunities for collaboration. They will proactively engage with PIs to encourage and support funding applications that are aligned with the Grand Challenges of the CTR in consultation with the Director and Board of Managers.

The post holder will organise events and networking activities including annual meetings, away days, seminars, training/teaching activities and grant panel practice interviews. They will invite speakers, organise catering, assist with travel arrangements, authorise expenditure within agreed budgets and promote events through relevant channels.

The post holder will also maintain the CTR website, including an online membership directory, to share and publicise information about research pertaining to CTR activities. They will help to promote the CTR profile on relevant social media websites and develop promotional materials. The post holder will act as first point of contact for all enquires to the Centre.

They will liaise with the Cambridge Reproduction Strategic Research Initiative to promote common areas of interest.

Financial management

The post holder will provide support to the CTR Director to set the operating budget, and monitor expenditure, in consultation with the PDN finance team. They will Process expense claims, raise purchase orders, authorise and process invoices, ensuring that the University procurement procedures are followed. The post holder may be required to provide some cover and support to the CTR Licencing and Training Coordinator and Technician to raise purchase orders and ensure regulatory compliance of licences.

Administrative support

The post holder will provide administrative support to the Director of the CTR. They will develop and provide operational support to the CTR, manage the use of office space and oversee and coordinate maintenance and refurbishments. They will act as Secretary to the CTR's Board of Managers and Scientific Advisory Board, draft agenda, prepare papers, take and produce minutes and monitor follow-up actions. The post holder will work together with the Director to prepare annual reports for the Scientific Advisory Board (SAB), funders and philanthropists.

They will also support HR related activities for CTR Next Generation Fellowships and CTR-supported PhD studentships including receiving applications, arranging interview panels and making other arrangements for the interview day. The post holder will also ensure all the relevant paperwork for visitors to the CTR is in order before and on their arrival. They will liaise with Departmental Administrators and HR over the appointment of staff and end of contract arrangements. They will help support CTR newcomers to settle in efficiently.

Person Specification

Criteria	Essential	Desirable
Education		
A minimum of a first degree, or equivalent qualification in a scientific discipline.	✓	
Experience		
Experience working within a higher education or industry environment.	✓	
Experience of managing complex projects to deadlines.	✓	
Direct exposure to research grant applications (e.g. attracting research funding).	✓	
Project management experience in a research-related role.		✓
Skills		
Excellent interpersonal and communication skills.	✓	
Excellent writing skills; ability to draft complex documents and write for varied external audiences.	✓	
Excellent organisational skills.	✓	
Ability to nurture and foster collaborative relationships and willingness to establish partnerships, e.g. with companies, research funding agencies, government and policy makers.	✓	
Ability to work under pressure and meet deadlines.	✓	
Excellent IT skills.	✓	
Ability to synthesise and articulate concepts and to present complex data in an appropriate written or oral format.	✓	
Additional Requirements		
Evening working (up to 7pm) on occasion during CTR essential events (no more than 7 times per year) with time off in lieu.	✓	
Willingness to undertake First Aid, Fire Warden or other training required by the role.	✓	

Behavioural Attributes

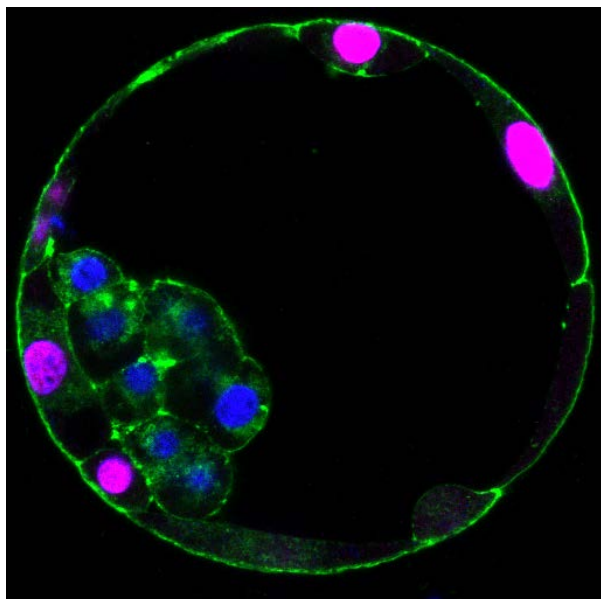
This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

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

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

The Centre for Trophoblast Research



The Centre for Trophoblast Research was founded in 2007 as a Centre of excellence to promote scientific study of the placenta, early development and maternal-fetal interactions during pregnancy. It brings together over 30 Principal Investigators, many of whom are recognized international experts in their fields. The Centre for Trophoblast Research was one of the University of Cambridge's first inter-school initiatives, bridging research in the Departments of Physiology, Development, and Neuroscience, Obstetrics and Gynaecology, Pathology and allied institutes, including Metabolic Science, as well as the Sanger, Babraham and Gurdon Institutes.

<https://www.trophoblast.cam.ac.uk/>

In addition, the Centre embraces Fellows holding externally funded research fellowships, e.g. Sir Henry Dale and Dorothy Hodgkin fellowships, as well as its own Next Generation Fellows who are developing their independent research careers. This unique depth and breadth of expertise allows members to adopt an integrated and comprehensive scientific approach to understanding the complexity of placental biology.

Among the many landmark advances have been understanding how the trophoblast develops and the development of new technologies to study its physiology in the laboratory. The Centre has pioneered research to learn how metabolism affects the genetics of the placenta and how this has consequences through generations. We have shown the importance of the placenta for the life-long health of mother and child, and discovered early detection methods to improve pregnancy outcomes. Research at the Centre is world leading in the development of novel technologies including advances in the in vitro culture of organoids, human embryos, genome editing, and the study of egg and sperm cell biology.

The aim of the Centre for Trophoblast Research is to promote intellectual cross-disciplinary interactions, foster research collaborations, and provide the highest international standard of teaching and research training. The Centre promotes research and teaching in placental and reproductive biology through Research Fellowships, Studentships, seminars, workshops, and infrastructural support.

Trophoblast research in its broadest sense is the study of the interactions between the fetus and the mother during pregnancy. Trophoblasts are the first cells made by the early embryo and they interact with the uterus, helping the embryo to implant and later develop its placenta, which nourishes and protects the developing fetus for months. Failure of trophoblast function leads to health risks to both mother and child, including during the child's adult life.

The Centre for Trophoblast Research also makes significant contributions to the University's interdisciplinary Strategic Research Initiative on Reproduction which is focused on research organised around three grand challenges: the future of reproduction; maternal and fetal mortality; and inheritance, development and environment.

<https://www.repro.cam.ac.uk/>

The Department of Physiology, Development and Neuroscience

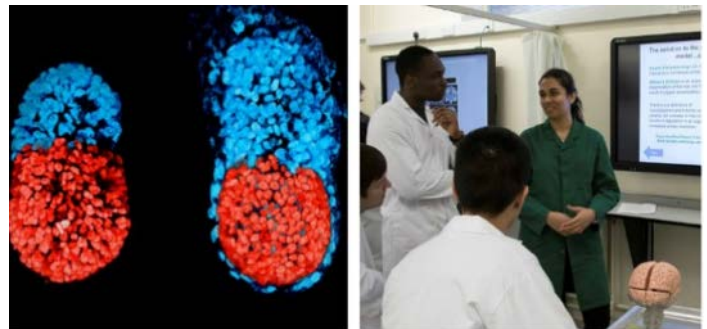
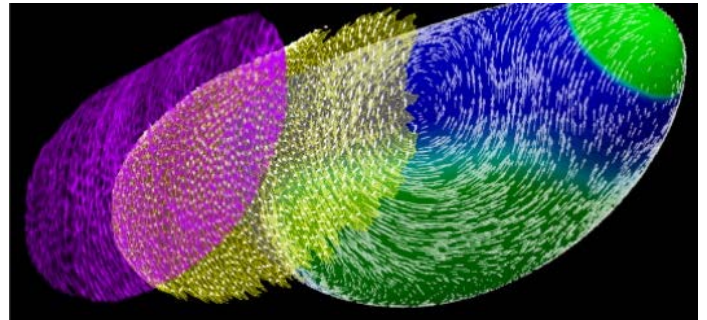
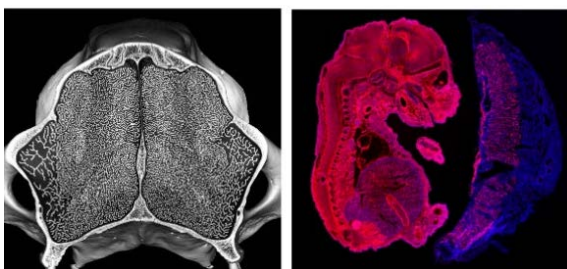
The Department of Physiology, Development and Neuroscience (PDN) is a world-class research and teaching environment with interdisciplinary strengths spanning from behavioural studies to imaging of cells and single molecules. Research in the department is focused on four main themes; Cellular and Systems Physiology, Development and Reproductive Biology, Neuroscience, Form and Function.

<https://www.pdn.cam.ac.uk/research>

The Department consists of 55 Group Leaders, around 100 postdoctoral researchers, 100 postgraduate students and an excellent team of support staff. It has multiple collaborative links with other local institutions, including the Cambridge Stem Cell Institute, the MRC Laboratory of Molecular Biology, the Institute of Metabolic Sciences, Engineering, Psychology and with colleagues at the Cambridge Biomedical Campus. It participates in a range of University Strategic Research Initiatives including Cambridge Neuroscience, Reproduction, Cambridge Cancer Centre, Cambridge Cardiovascular, Cambridge Stem Cell Institute, Infection and Immunity.

The Department is principally located in the centre of Cambridge, primarily occupying two major buildings on the University Downing Site close to other major biological departments in the School of Biological Sciences. Much of the Department has undergone extensive refurbishments providing well-appointed research spaces.

The Department is committed to energy efficiency, and to minimising our environmental impact and have an award-winning Green Team (<https://www.pdn.cam.ac.uk/life-pdn/environment>).



PDN is a friendly and welcoming Department. We strive to create a workplace where everyone feels included and has a sense of belonging. We recognize that our staff and students deserve our full support in making their work and studies as fulfilling as possible whilst respecting a healthy work-life balance. This is encapsulated in our 'Life in PDN' webpage (<https://www.pdn.cam.ac.uk/intranet/life-pdn>) and on our Wellbeing webpage: <https://www.pdn.cam.ac.uk/intranet/human-resources/wellbeing>

PDN recognises that its strength is the staff and students who work and study here and that the greater our diversity, the stronger we will be, and so we actively pursue diversity in the workplace. We have a good gender balance (for example, of the 19 Professors in PDN, 10 are women). We want to improve our racial diversity, and we particularly invite applications from people of Black and Minority Ethnic backgrounds. You can read more about our goals for Equality, Diversity and Inclusivity, and meet our ED&I Taskforce, here: <https://www.pdn.cam.ac.uk/intranet/equality-diversity-and-inclusion>.

We currently hold an Athena SWAN Bronze award.

The School of the Biological Science

The School of the Biological Sciences is one of the six Schools that are responsible for delivering teaching and research and the administration of those activities within the University. The School delivers internationally-leading research and teaching on animal, plant and microbial science at scales that range from the atomic, molecular and cellular through whole organisms to populations and communities. The research impacts on the pharmaceutical and biotechnological industries, on human and animal health and the clinic as well as in conservation, agriculture and the environment.

About the School

The School of the Biological Sciences employs around 2000 staff teaching over 4000 students (around 2000 undergraduates in the Natural Sciences, Medical Sciences and Veterinary Sciences and Psychological and Behavioural Sciences Triposes plus around 2000 postgraduates).

The School collaborates closely with the School of Clinical Medicine. The joint Graduate School of Life Sciences looks strategically at graduate provision and education across the two Schools and at the undergraduate level the Medical Education Committee oversees medical education.

The School is currently arranged in two Faculty Boards (Biology and Veterinary Medicine) which are divided into nine Departments: Biochemistry, Genetics, Pathology, Pharmacology, Physiology, Development and Neuroscience, Plant Sciences, Psychology and Zoology are part of the Faculty Board of Biology while Veterinary Medicine is part of the Faculty Board of Veterinary Medicine.

The School also contains five major interdisciplinary Institutes: Wellcome Trust / CRUK Gurdon Institute for Cancer and Development, Wellcome - MRC Stem Cell Institute, Cambridge Systems Biology Centre, Cambridge Centre for Crop Science and the Sainsbury Laboratory for Plant Development. It has also incorporated the MRC Toxicology Unit, that relocated from Leicester to Cambridge in 2020.



The School is involved with several Strategic Research Initiatives including being a major player in the Cambridge Conservation Initiative. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committee (Human Biology and Psychology) can be found on the School's website.

Athena SWAN The Athena SWAN Charter was launched in June 2005 to recognise and reward commitment to advancing the careers of women working in higher education in science, technology, engineering, mathematics and medicine (STEMM).

The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006.

Since then, the University has successfully renewed its Bronze Athena SWAN award in 2009 and 2012 and in 2014 achieved a Silver Athena SWAN award.

Many of the Departments in the School of Biological Sciences hold awards at Bronze or Silver level and the School continues to support the Athena SWAN process across all subjects.

Terms of Appointment

Tenure and probation

Appointments will be made on a fixed-term basis for a period of 3 years in the first instance, with the possibility of renewal subject to funding. The post is funded by the Centre for Trophoblast Research, and in the event that this funded should cease, the post may then be at risk of redundancy. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work

Between 0.8 – 1.0 FTE. The hours and working pattern are flexible to promote equality, diversity and inclusion and can be negotiated between you and the Director.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits 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 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility

to ensure that you have the right to work in the UK before you can start working for us. Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favourably than another applicant on the grounds of national origin. However, any offer of employment we make to you will be conditional upon you gaining permission to work in the UK. For further information: <http://www.jobs.cam.ac.uk/right/have/>).

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.

Equality and Diversity

We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-

represented at this level within our University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, 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.

The University

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

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

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

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

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



About Us

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

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

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

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

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

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



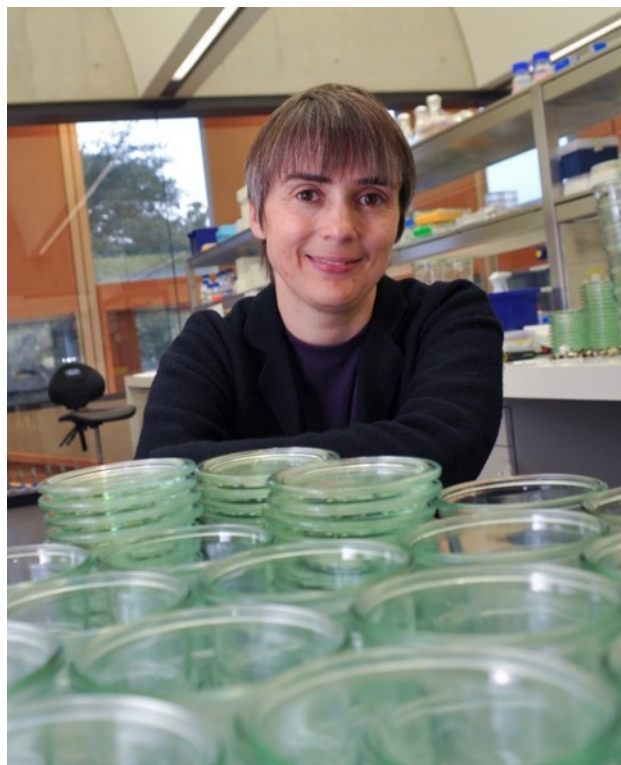
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

Living in Cambridge

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

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

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

Relocation Support

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

Accommodation Service

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



What Cambridge can offer

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

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



Pay and benefits

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

CAMbens employee benefits

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



What Cambridge can offer

Family-friendly policies

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

Other family-friendly support includes:

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

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

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

Your wellbeing

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

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

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

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
The CTR Director, Professor Kathy Niakan
Email: kkn21@cam.ac.uk

If you have any queries regarding the application process please contact kkn21@cam.ac.uk or pdnhr@pdn.cam.ac.uk.

The closing date for applications is: 14th January 2022.

The interview date for the role will be shortly after the closing date.



UNIVERSITY OF
CAMBRIDGE