

**FACULTY OF CLASSICS  
EXECUTIVE ASSISTANT TO THE FACULTY BOARD OFFICERS  
PART TIME GRADE 4 POST**

**FURTHER PARTICULARS**

**The University of Cambridge**

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research.

Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

The Faculty of Classics is part of the School of Arts and Humanities. At present the Faculty's academic establishment comprises 33 Teaching Officers (Professors, Readers, University Senior Lecturers, University Lecturers, and Language Teaching Officers) whose primary teaching responsibilities are university lectures and classes and graduate supervision. Most hold College Fellowships. The role holder is part of a team of 14 support staff in the Faculty. There are also 9 people employed as Research Fellows and post-doctoral researchers on projects associated with the Faculty. The Faculty has about 280 undergraduates (36 being on the four-year course, the rest on the three-year) and 80 postgraduates (31 being MPhil students, the rest taking the PhD), as well as a substantial number of visiting students. Each year about 150 applications are received from prospective graduate students, and many more enquiries about the graduate courses, being a graduate visitor, funding opportunities, and so forth.

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|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post</b>                 | Executive Assistant to the Faculty Board Officers (Part time)                                                                                                                                                                                                               |
| <b>Summary of Role</b>      | The role holder plays a key role in the Faculty, with duties in four main areas: Human Resources, Purchasing and financial administration, Communications, and General administrative tasks.<br><br><i>More detailed information is provided under the Role Description</i> |
| <b>Location</b>             | Faculty of Classics                                                                                                                                                                                                                                                         |
| <b>Terms and Conditions</b> |                                                                                                                                                                                                                                                                             |
| <b>Salary</b>               | £20,972 - £24,289 pro rata                                                                                                                                                                                                                                                  |
| <b>Grade</b>                | 4                                                                                                                                                                                                                                                                           |
| <b>Working pattern</b>      | Monday to Friday                                                                                                                                                                                                                                                            |
| <b>Hours of work</b>        | 18.25 per week: the days on which the work is carried out, and the hours worked on each day can be arranged by mutual agreement with the postholder.                                                                                                                        |
| <b>Limit of tenure</b>      | None                                                                                                                                                                                                                                                                        |
| <b>Annual leave</b>         | 36 days including Bank Holidays (or pro rata if the postholder works on less than 5 working days each week on a regular basis).                                                                                                                                             |
| <b>Pension</b>              | Eligible for Cambridge University Assistants' Contributory Pension Scheme (CPS)                                                                                                                                                                                             |
| <b>Miscellaneous</b>        | Childcare schemes available<br>Car parking available                                                                                                                                                                                                                        |

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|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Closing date for applications</b>         | Noon, Friday 21 <sup>st</sup> February 2014                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Expected date for interview/selection</b> | Tuesday 4 <sup>th</sup> March 2014<br><br>Interviewed candidates will be asked to perform a short administrative task on the day of their interview. They will also be given a short tour of the Faculty.                                                                                                                                                                                                       |
| <b>How to apply</b>                          | To apply online for this vacancy, please click on <a href="https://hrsistemas.admin.cam.ac.uk/recruit-ui/pages/auth/login.xhtml">https://hrsistemas.admin.cam.ac.uk/recruit-ui/pages/auth/login.xhtml</a><br><br>This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form. |

### Health assessment

Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment.

### Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

### Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Jane Fisher-Hunt, who is responsible for recruitment to this position, on telephone: 01223 335193, by email on [ffj24@cam.ac.uk](mailto:fjf24@cam.ac.uk) or by post to The Faculty of Classics, University of Cambridge, Sidgwick Avenue, Cambridge CB3 9DA

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).

### Further Information

There is a range of information which you may find helpful on the University's website: [www.cam.ac.uk/jobs/](http://www.cam.ac.uk/jobs/). This includes applying for posts, working at the University, living in Cambridge and details of current vacancies

## Role Description

### Role Identification

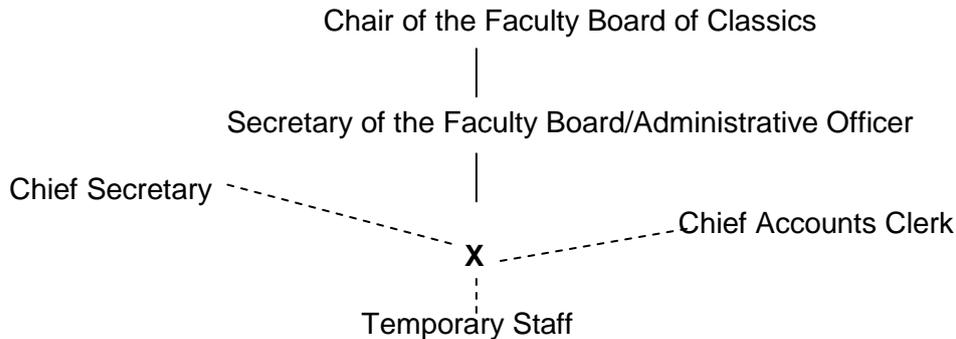
|                      |                                                   |                                       |              |
|----------------------|---------------------------------------------------|---------------------------------------|--------------|
| Faculty / Department | Classics                                          | Role Code Number (if any)             | 2671         |
| Position title       | Executive Assistant to the Faculty Board Officers | Date of this revision (dd/mm/yyyy)    | January 2014 |
| Probation period     | 6 months                                          | Grade (completed by Grading & Reward) | 4            |

### Dimensions of the role

The Personnel and Projects Administrator is part of a team of 9 assistant staff in the Faculty. The Faculty has an establishment of 33 University Teaching Officers with 8 College Teaching Officers and 14 support staff. The Faculty has around 238 undergraduate students and 86 postgraduate students.

The role holder plays a crucial role in the administrative support of teaching, study and research activities of the teaching officers, graduate and undergraduate students, and visiting scholars of the Faculty of Classics (c. 500 people).

### Organisation chart



|                                        |       |
|----------------------------------------|-------|
| Line manager position reference number | 89453 |
|----------------------------------------|-------|

### Pre-employment checks required

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role. The box below indicates the checks that are necessary for this particular role and whether or not it is essential for these checks to be completed before an employee starts work in this role. Any offer of employment will be conditional upon the satisfactory outcome of these checks and whether an outcome is satisfactory will be determined by the University.

To ensure that no assumptions are made please mark an 'X' under one column in each row.

|                                | Yes – essential before start | Yes – not essential before start | No |
|--------------------------------|------------------------------|----------------------------------|----|
| Right to work in UK            | X                            |                                  |    |
| Criminal Records (standard)    |                              |                                  | X  |
| Criminal Records (enhanced)    |                              |                                  | X  |
| Occupational Health            | x                            |                                  |    |
| Security                       |                              |                                  | X  |
| NHS Honorary Contract Required |                              |                                  | X  |
| ISA: Regulated Activity        |                              |                                  | X  |
| ISA: Controlled Activity       |                              |                                  | X  |

## Role Purpose

The role holder plays a key role in the Faculty, with duties in four main areas:

- (a) **Human Resources** administration of all HR processes in the Faculty, including recruitment administration, induction packs, new staff email addresses, probation, academic and support staff appraisals, staff contribution increments, sickness absence recording, academic leave, support staff leave, end of contract processes, contracts for invited lecturers, immigration issues, Disclosure and Barring Service checks, work experience recruitment and administration, post-doctoral researcher administration, graduate teaching bursary administration
- (b) **Purchasing and financial administration sourcing of** products (notably stationery and non-IT equipment), raises purchase orders using the University Finance System (CUFS), liaison with suppliers and receiving requisitions. The post holder provides assistance to Faculty Officers, the Senior Accounts Administrator and others involved with finance, notably cash counting and banking, setting up new suppliers on CUFS and producing spreadsheets for the Finance Committee, and producing letters for donors.
- (c) **Communications** – as a key member of the Faculty website team, deals with editorial matters and all sections of the website other than programmes-based ones.
- (d) **General administrative assistance** –provides general administrative assistance to the Chair and Administrative Officer on all areas including REF, acts as secretary to the Support Staff team meetings, and administers risk assessments for fieldwork.

## Main Responsibilities

|   | Key duties and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | % time spent/<br>frequency |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1 | <p><b>Personnel Administration</b></p> <p><u>General</u><br/>Key user of CHRIS system for the Faculty which includes personal details, salary and tenure information, basic appraisal information, administrative, teaching and research duties. Manipulates data using queries and by creating and producing a range of reports for the use of the Faculty Officers and committees. Maintains Faculty database of staff appraisals.</p> <p><u>Appointments</u><br/>Administers all of the personnel and payroll paperwork for academic and assistant staff and, in this capacity:<br/>Completes appointment and re-appointment paperwork (including, where necessary, applying for work permits) for academic, academic-related, research and assistant staff in the Faculty;<br/>Submits appropriate paperwork to the Human Resources Division in respect of changes to contract, resignation;<br/>Places all advertisements for academic and assistant posts on the University's Recruitment Administration System (RAS), the University jobs pages, jobs.ac.uk, Universal Jobmatch, the Faculty website, other relevant websites and hard copy journals and, where necessary, negotiates prices;<br/>Receives applications and supporting confidential references for appointments. Holds such confidential material and deals with postal and e-mail enquiries from candidates. Is responsible for checking that relevant papers have been received from candidates and that recruitment timetable is adhered to;<br/>Prepares database of applications extracting crucial information which is likely to help the Appointments Committee in shortlisting (such as number of years' service, relevant qualifications etc.) from applications;<br/>Receives and assists candidates on day of interview;<br/>Arranges dates for meetings of Appointments Committee and Shortlisting Committee.</p> <p><u>Induction</u><br/>Updates and dispatches induction pack.</p> | 50%                        |

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|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|   | <p>Co-ordinates induction of newly appointed staff, providing tour of building and introductions to staff and liaising with Chief Secretary, Librarian, Computer Officer etc. regarding specific areas of induction.</p> <p><u>Appraisal Scheme Administration (Academic and Assistant Staff)</u><br/>         Has delegated responsibility for managing appraisal scheme:<br/>         Prepares and circulates beginning of year and mid-year reminders to staff.<br/>         Keeps databases up-to-date.<br/>         Inputs key information on CHRIS.<br/>         Facilitates smooth running of the appraisal by reminding staff who have not given in appraisal returns and alerting AO to potential problems.<br/>         Files Confidential Faculty Appraisal records.</p> <p><u>Supervision of temporary staff</u><br/>         Supervises temporary staff taken on to assist projects being carried out by the Administrative Officer, such as Subject Review, Research Assessment Exercise.<br/>         Allocates tasks such as photocopying, filing, correspondence, and checks quality of work carried out.<br/>         Carries out instruction and induction of temporary staff.<br/>         Ensures that temporary staff meet necessary deadlines.</p> |     |
| 2 | <b>Finance administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20% |
|   | <p>Assists the Chief Accounts Clerk by:</p> <p>Operating the CUFS i-procurement system for the purchase of stationery and other sundries<br/>         Setting up new suppliers on CUFS<br/>         Producing spreadsheets for the Finance Committee<br/>         Cash counting and banking<br/>         Producing letters for donors</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| 3 | <b>Research Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10% |
|   | <p>Maintains REF Database liaising with academic staff regarding updates to information and logging Faculty data regarding the REF;<br/>         Manipulates data using queries and by creating and producing a range of reports for the use of the Faculty Officers and committees;<br/>         Maintains the timetable of key Research Grant application dates on the Faculty's website</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 4 | <b>Stationery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5%  |
|   | <p>Ensures that all Faculty stationery supplies and printer cartridges are kept in good order and replenished when necessary, liaising with suppliers as appropriate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| 5 | <b>Communications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5%  |
|   | <p>Maintains Faculty website pages such as staff biographies, Caucuses, staff vacancies, News and Events.<br/>         Maintains Faculty sites on the University's VLE (CamTools)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| 6 | <b>General Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10% |
|   | <p>Acts as Secretary to the Support Staff team meetings<br/>         Administers risk assessments for fieldwork: liaison with organisers, gathering student health contact forms, dealing with insurance paperwork<br/>         Provides administrative support to the Chair of the Faculty Board and to the Administrative Officer</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
| 7 | <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
|   | <p>The Chair of the Faculty Board may also from time to time require the role holder to perform other duties appropriate to the grade of the role.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |

## Person profile

### Essential knowledge, skills and experience required for role

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|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education &amp; qualifications</b>           | <u>Essential</u><br>General education to A level standard or equivalent, together with GCSE standard in English Language and Mathematics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Specialist knowledge &amp; skills</b>        | <u>Essential</u><br>Good knowledge of Office, including Word, Excel and Access.<br>Use of email and the WWW.<br>Web-editing skills.<br><br><u>Desirable</u><br>Knowledge and experience of key personnel procedures.<br>Knowledge and experience of purchasing administration                                                                                                                                                                                                                                                                                                                                                  |
| <b>Interpersonal &amp; communication skills</b> | <u>Essential</u><br>Good interpersonal and communication skills (both oral and written)<br>Exemplary use of the English language<br>Ability to deal and get on with a wide range of people at all levels, with confidence, tact and diplomacy, observing the need for confidentiality where appropriate<br>Excellent telephone manner<br>Excellent organisational skills: ability to work under pressure, determine priorities and meet deadlines<br>Accuracy and attention to detail<br>Ability to use initiative and judgement<br>Reliability and a willingness to learn new skills<br>Ability to work as a member of a team |
| <b>Relevant experience</b>                      | <u>Essential</u><br>Previous administrative experience in a busy office environment.<br><br><u>Desirable</u><br>Experience within the Higher Education sector.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Additional requirements</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |