



Appointment of Senior Legal Counsel, Commercial & IP



**UNIVERSITY OF
CAMBRIDGE**

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**Salary:**

The salary for this post is £66,857 - £77,476 pa depending on experience (negotiable commensurate with experience and subject to approval). Plus, excellent benefits and 41 days annual leave.

Contract:

Permanent

Location:

Cambridge

Department:

Legal Services Division

Responsible to:

Head of Commercial, Corporate & IP

Working Pattern:

This is a full-time position, however, we are open to considering part-time or compressed working arrangements. Our approach to flexible working values both face-to-face engagement and personal freedom and reflects contemporary practices. You and your manager will work together to tailor an arrangement that best suits your preferences and our business's needs.

The Role of Senior Legal Counsel, Commercial & IP

The Legal Services Division is part of the University's professional services and provides a full range of legal services to the University, a complex and devolved organisation which comprises six academic Schools and their more than 150 faculties and departments, the other Divisions within professional services, and other non-School institutions. The Division also advises many of the University's wholly owned subsidiary companies, including its technology transfer arm, Cambridge Enterprise, and works closely with entities within the wider University group such as Cambridge University Press & Assessment. The University is one of the largest universities in the UK and one of the most prestigious worldwide, with more than 12,500 staff and 18,000 students and an annual turnover of more than £2 billion. Research income, won competitively from the UK Research Councils, the European Union, major charities and industry, exceeds £500 million per annum and continues to grow. The Legal Services Division's strategic aims are to manage legal risk (whether financial, reputational, or regulatory) and facilitate the achievement of the University's teaching, research and operational goals by providing responsive, effective and pragmatic legal advice.

The Senior Legal Counsel, Commercial & IP (University Copyright Officer) reports to the Head of Commercial, Corporate and IP Matters and plays a role in ensuring commercial and IP strategic aims are met. The role holder is expected to have a broad range of expertise across a wide variety of commercial areas, such as export control, copyright, data protection, procurement, intellectual property and national security matters.

In fulfilling its function, members of the Division may be, and are, called upon for advice and guidance by any member of staff at the University – including its most senior members such as the Vice-Chancellor and the Pro-Vice-Chancellors, the Registry, Heads of Schools – as well as its Council, General Board, and their committees. Collectively, the Division provides advice on a wide variety of legal issues (e.g. concerning regulatory matters with the OfS, donations, intellectual property, dispute resolution, corporate and commercial, data protection, Freedom of Information Act, charities, student matters, international collaborations, taxation, procurement, etc.) and its members are expected to have a working knowledge of relevant issues outside their primary area of expertise. The Division does not provide advice to individuals on personal matters.

Role Purpose

The purpose of the role is to work both independently and collaboratively as a key part of the Legal Services team, to enable it to fulfil its legal risk management role by providing legal advice and guidance to the University and its subsidiaries. The role holder will be expected to work effectively on a broad range of matters with a high level of autonomy, advising on a wide variety of matters, dealing with internal clients directly, leading on or assisting in negotiations with third parties, working collaboratively with subject matter experts and other specialist teams within the University, creating and providing standard documentation, training and guidance to clients, and maintaining up-to-date legal knowledge and skills. This includes making significant contributions to major projects, which are often novel and require considerable legal expertise, including in relation to overseas activities. The role holder will also contribute to the review, development, and implementation of University strategy, policies, and procedures, and provide key advice on the interpretation and application of those policies and procedures, as well as the University's Financial Regulations and its Statutes and Ordinances, including its Intellectual Property policy. They will also contribute to the University's participation in national discussions of legislation and other issues affecting the University, e.g. through lobbying and participation in external industry groups such as the Association of University Legal Practitioners.

The role holder will have the experience to handle many matters without reference to others but will also work collaboratively with other members of the team and be expected to instruct and manage external solicitors, allocating tasks and ensuring the work produced is of sufficient quality and meets the University's needs. They will be expected to handle complex matters which require more legal knowledge and training than those being handled by contracts managers embedded within departments, and to have greater knowledge of the University's processes and greater awareness of broader issues relevant to the University than those working in other departments would be expected to demonstrate. Individual members of the Division will have particular areas of expertise in which they specialise and will be expected to provide support and guidance to other members of the team in those areas.



Key Responsibilities

You will:

- Coordinate and provide responsive, effective, and pragmatic expert legal advice to the University and its subsidiaries on a broad range of commercial law and related areas including intellectual property rights and acting as the University's Copyright Officer.
- Take 'instructions' from internal clients, analyse and research legal issues, and provide clear and concise advice which manages risk and enables activities and decision making.
- Prepare appropriate documentation where necessary either from scratch or using precedents and prioritise matters appropriately, managing client expectations.
- Assist in leading the Commercial and IP function within the Commercial, Corporate and IP team in Legal Services to ensure it provides high quality, client-focussed legal advice that supports the University's mission.
- Assist in development of lawyers and others in the team, including agreeing personal development plans, providing feedback, and holding regular 1:1s in order to ensure a high-performing, efficient, and engaged team. Model and champion the professional services values of respect, trust, integrity and collaboration.
- Lead on or assist in negotiations with third parties on behalf of the University and its subsidiaries, particularly on major projects and matters of significant complexity, value, or risk. Identify, assess and manage legal risks and provide innovative and pragmatic solutions to complex legal issues. This includes negotiating, drafting, and reviewing a wide variety of non-standard contracts, licences, and other commercial agreements, and resolving (or assisting in the resolution of) commercial disputes.
- Contribute to the development and implementation of University strategy, policies, and procedures and provide legal advice on their interpretation and application.
- Ensure contracts and agreements comply with University requirements and regulations, such as the University's Financial Regulations and procedures and its Statutes and Ordinances, including its Intellectual Property policy.
- Lead and participate in cross-functional University teams, working groups, projects, and committees to address particular areas of legal risk. Build and maintain effective relationships with key stakeholders across the University and externally to support achievement of the Division's aims and to gain a deeper understanding of the University and the legal requirements and issues affecting it.
- Establish and lead internal networks, for example, with the University Library and other stakeholders involved in copyright issues, helping to join things up across the University and providing support, guidance, and supervision where needed and engaging regularly to develop relationships, share best practice, and ensure consistent management of legal risk.
- Instruct and collaborate with external lawyers on matters or tasks that require specialist expertise or extra resource, ensuring external advice is properly procured and managed, and represents value for money.
- Communicate external advice to clients and, where necessary, review advice to ensure it is of sufficient quality and meets the University's needs. Ensure that advice which is of general application is shared with the team and captured in its knowledge database for future use.

- Ensure the team maintains a body of internal knowledge and resources to enable it to provide the best service to its clients, engaging with any legal technology, software, and systems required to do so. Utilise software in place to open and manage matters and record information and advice given to clients. Contribute to team meetings by sharing expertise and experience gained and by providing guidance or briefings for the team on particular matters of interest.
- Design and deliver appropriate legal resources and training for the University and its subsidiaries to raise awareness and embed compliance on key legal issues and risks. Develop training sessions, draft guidance notes, precedents and self-service templates, and standard terms and procedures, and assist in the development and continuous improvement of processes, online guidance, and FAQs.
- Monitor and proactively advise in relation to consultations on new and relevant laws. Contribute to the University's participation in and engage in national discussions of legislation and other issues affecting the University, e.g. through lobbying and participation in external industry groups such as the Association of University Legal Practitioners.
- Identify and address own learning and development needs in line with SRA requirements, maintaining up-to-date knowledge and skills to ensure that accurate, high quality legal advice is provided. Participate in external networks, representing the University credibly with professional bodies and networks, in order to develop and adopt best practice in relation to legal issues within the University.



Person Specification

The new Senior Legal Counsel, Commercial & IP may have come from a range of backgrounds, and should be expected to *demonstrate*:

Description	Essential or Desirable
Experience	
<ul style="list-style-type: none"> • Significant post-qualification experience in private practice or (preferably) in-house, particularly within a large, complex organisation 	E
<ul style="list-style-type: none"> • Significant experience providing legal advice on a broad range of matters, including export control, data protection, procurement, intellectual property, competition and national security matters 	E
<ul style="list-style-type: none"> • Experience drafting, reviewing, and negotiating a wide variety of non-standard agreements and resolving commercial disputes 	E
<ul style="list-style-type: none"> • Experience identifying, assessing, and managing legal risks, taking into account matters ancillary to one's area of expertise 	E
<ul style="list-style-type: none"> • Experience advising on international matters and collaborations 	E
<ul style="list-style-type: none"> • Demonstrated experience of successfully contributing to and advising on major strategic projects 	D
<ul style="list-style-type: none"> • Experience working independently and managing substantial matters without direct supervision 	E
<ul style="list-style-type: none"> • Experience supervising other legal professionals 	E
<ul style="list-style-type: none"> • Experience delivering training and designing legal resources, guidance, and templates for a diverse, non-legal audience 	E
<ul style="list-style-type: none"> • Experience instructing and managing external counsel, ensuring value for money 	E
<ul style="list-style-type: none"> • Experience using case management software (or other legal technology) to open and manage matters, record information and advice given to clients 	E
<ul style="list-style-type: none"> • Experience working in higher education or research 	D
<ul style="list-style-type: none"> • Experience participating in networks and industry groups 	D

Description	Essential or Desirable
Skills	
<ul style="list-style-type: none"> Outstanding legal expertise commercial areas and a willingness and ability to learn new areas of law 	E
<ul style="list-style-type: none"> Highly developed analytical, research, and problem-solving skills; ability to interpret complex documents and agreements and to advise on their impact effectively and appropriately 	E
<ul style="list-style-type: none"> Excellent written and oral communication skills, including active listening, empathy, and persuasion; ability to provide clear and concise legal advice to non-legally qualified colleagues and explain complex legal issues in a simple and understandable way 	E
<ul style="list-style-type: none"> Excellent organisational skills, including the ability to prioritise a complex workload appropriately, manage client expectations, and work under pressure to meet deadlines 	E
<ul style="list-style-type: none"> Comfortable with ambiguity and able to think outside the box to deliver innovative and pragmatic solutions to new or complex legal and regulatory issues in a devolved environment with competing priorities and risks 	E
<ul style="list-style-type: none"> Excellent interpersonal skills, with the ability to build effective relationships with people at all levels 	E
<ul style="list-style-type: none"> Growth mindset; ability to embrace challenges and learn and grow from failures, evidence of proactively undertaking ongoing personal and professional development 	E
<ul style="list-style-type: none"> Ability to think strategically to identify the impact of present decisions on future options and outcomes and identify strategically optimal actions, taking into account commercial and legal risk to protect or maximise the University's position 	E
<ul style="list-style-type: none"> Ability to learn quickly and acquire an understanding of a wide range of University activities and structures, and to work through large quantities of information at short notice to identify key issues 	E
<ul style="list-style-type: none"> Commitment to the values of trust, respect, integrity, and collaboration, with a strong affiliation to the University's mission 	E
<ul style="list-style-type: none"> Good computer literacy and IT skills, including the ability to use administrative systems effectively and to communicate and collaborate with clients using Microsoft Office software 	E
<ul style="list-style-type: none"> Knowledge and understanding of the legal framework surrounding higher education institutions and relevant areas of law 	D
<ul style="list-style-type: none"> Knowledge of University policies and procedures, including financial regulations, statutes and ordinances, and intellectual property policy 	D

Qualifications	
<ul style="list-style-type: none"> • Qualification as a solicitor or barrister (or equivalent, e.g. CILEX) in England and Wales 	D
<ul style="list-style-type: none"> • Eligibility for a practising certificate from the Solicitors Regulation Authority or to practice at the Bar 	D
<ul style="list-style-type: none"> • Qualification as a solicitor or barrister (or equivalent) in any jurisdiction 	E
<ul style="list-style-type: none"> • Eligibility for a practising certificate (or equivalent) from the regulatory authority in the jurisdiction in which the candidate is qualified or eligibility to practice as a barrister in the jurisdiction in which the candidate is qualified 	E

Description	Essential or Desirable
Additional Requirements	
<ul style="list-style-type: none"> • Hold the position of the University Copyright Officer 	E

Terms of Appointment

Tenure and probation: Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period of nine months.

Hours of Work and Working Pattern: This is a full-time position. However, we are open to considering part-time or compressed working arrangements. Our approach to flexible working values both face-to-face engagement and personal freedom and reflects contemporary practices. You and your manager will be able to tailor an arrangement that best suits your preferences and our business needs.

Pension: You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid 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. 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, which will be used to identify any reasonable adjustments required to support you to undertake the role.

Qualifications: The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References:

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these check(s); whether an outcome is satisfactory will be determined by the University.

Information if you have a disability:

The University welcomes applications from individuals with disabilities. ^{SEP}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/](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/)

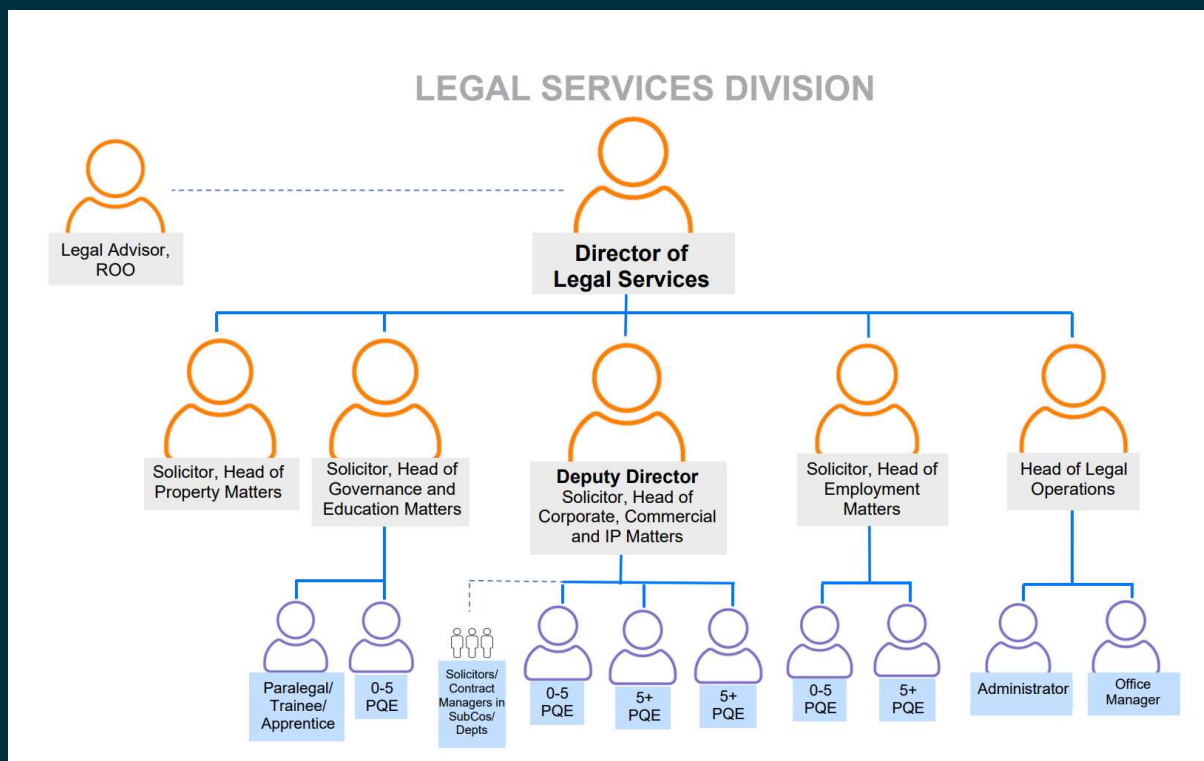
We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may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

The Legal Services Division

The Legal Services Division is part of the University's professional services and provides a full range of legal services to the University, a complex and devolved organisation which comprises six academic Schools and their more than 150 faculties and departments, the other Divisions within professional services, and other non-School institutions.

The Division also advises many of the University's wholly owned subsidiary companies, including its technology transfer arm, Cambridge Enterprise, and works closely with entities within the wider University group such as Cambridge University Press & Assessment. The University is one of the largest universities in the UK and one of the most prestigious worldwide, with more than 12,500 staff and 18,000 students and an annual turnover of more than £2 billion. Research income, won competitively from the UK Research Councils, the European Union, major charities and industry, exceeds £500 million per annum and continues to grow.



The Legal Services Division's strategic aims are to manage legal risk and facilitate the achievement of the University's teaching, research and operational goals by providing responsive, enabling and pragmatic legal advice.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 12,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is an academically-led democratic institution, its ultimate decision-making body being the Regent House, which comprises more than 7,000 members of academic and senior administrative staff. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



About Us

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

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

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

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

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

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

Professor Deborah Prentice
Vice-Chancellor



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 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. They prioritise a fair, diverse and inclusive society and believe their staff are their greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. Along with extensive benefits and excellent learning opportunities within a stimulating working environment.

Equality and 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:
<http://www.equality.admin.cam.ac.uk/>

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



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

About Us

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

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

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

Relocation Support

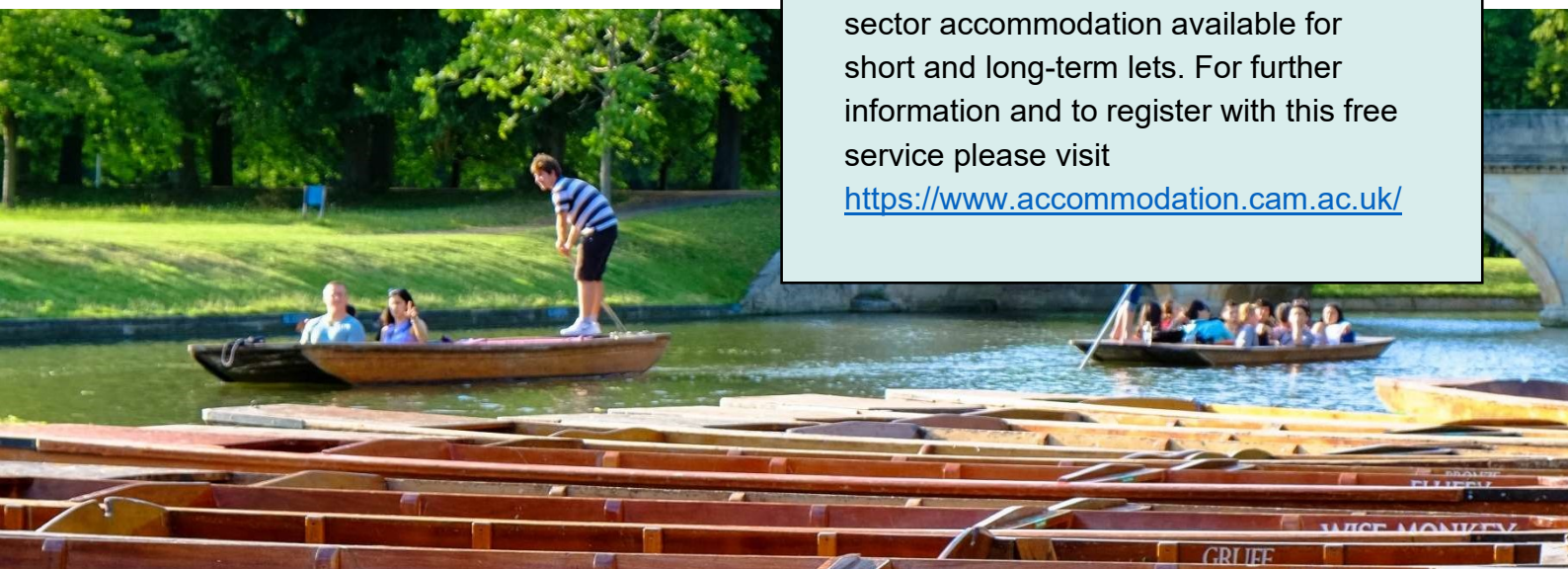
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members 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.



CAMbens employee benefits

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

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



What Cambridge can offer

Family-friendly policies

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

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme 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/>

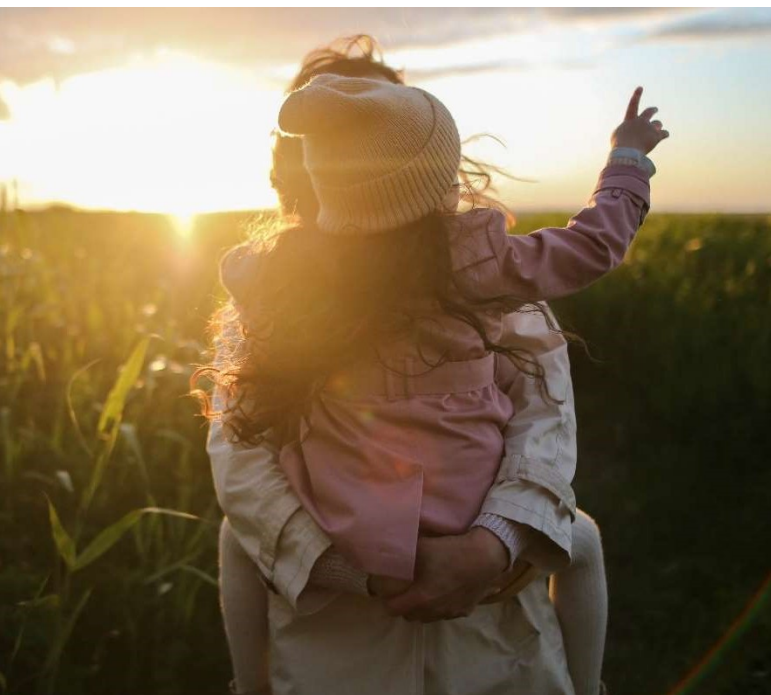
The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

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



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.

Please apply with cv and covering letter.

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.

If you have any queries regarding the application process please contact: Amy Hayden, Head of Legal Operations at amy.hayden@admin.cam.ac.uk

Advert close date **Wednesday 30th October 2024**

Informal candidate stakeholder meetings (virtual) will be held **w/c 11th November 2024**

Interviews will be held on **Friday 22nd November 2024 and / or Thursday 28th November 2024**. We recommend holding these dates in your diary in the event you are invited to interview.