

# Teaching Office Manager

Department of Psychology

Closing Date: 31 October 2024

Job Reference: PJ43474



# Teaching Office Manager

**Salary:**

£33,966 -£44,263

**Contract:**

Permanent

**Location:**

Cambridge

**Department:**

Psychology

**Responsible to:**Departmental  
Administrator**Working Pattern:**Full time 37 hours per  
week**Purpose of the role**

This is a key role providing the co-ordination, administration, assessment and quality assurance for the delivery of teaching programmes in the Department.

The role holder reports to the Head of Departmental Administration and works closely with the Deputy Head of Department (Undergraduate Education), the Directors of Undergraduates Studies and the Director of Postgraduate Education to provide strategic advice, liaising on a regular basis with the School of Biological Sciences Offices, the Examination Office, the Degree Committee, the Colleges and the University Education Quality and Policy Office.

This role will also oversee areas of student engagement, support and experience, including acting as the disability liaison officer for students, advising on accessibility requirements for teaching, and coordinating events with the University Careers Service.

Responsible for the day-to-day co-ordination, management and delivery of all processes and functions related to undergraduate and postgraduate teaching, assisted by an administrative team, ensuring compliance with university policies and procedures.

## Main Duties & Responsibilities

- Work closely with the Deputy Head of Department (Undergraduate Education) to provide advice to develop future strategies for the Department and satisfying external and internal reviews (including REF, TEF, EMR, Teaching Review, and BPS accreditation visits).
- Manage the overall day-to-day running of the Teaching Office (undergraduate and postgraduate studies), including line managing the staff and managing the budget. Create and implement new procedures/processes and systems, ensure that these are followed by all staff involved in education. Ensure that all teaching programmes and examinations run to time and according to university policies and procedures.
- Oversee the set up and running of various undergraduate teaching activities in the Department. Maintain a database of programme activities and contacts, research and disseminate information, handle programme enquiries.
- Manage and organise both office and committee meetings acting as secretary to certain committees, including preparation of necessary paperwork and documentation, production and circulation of minutes, and follow up on actions.
- Organise the undergraduate events in collaboration with the University central offices including Induction days, Optional Paper Sessions, Careers Talks and Open Days for admissions.
- Provide guidance to the Librarian regarding information on the departmental website.
- Actively take part in student engagement and experience, including acting as the student disability liaison officer.
- Line manage the Teaching Administrator and the Postgraduate Administrator, including coordinating workload, explain new processes and procedures, monitor performance and progress, undertake formal staff reviews, identify and recommend necessary training, interview new applicants for the roles, organise induction periods, act as first point of contact for staff grievances and disciplinary matters, resolve minor grievances and refer serious cases to the Head of Departmental Administration as required.
- Monitor expenditure to ensure it is properly planned, compile and present draft budgets for approval, monitor expenditure against budget, ensure compliance with University financial procedures and regulations. Liaise with the finance co-ordinator regarding student funding matters.
- Co-ordinate and manage in collaboration with HR all related teaching activities, including payment for teaching staff through the Cambridge Casual Worker System (CCWS). Co-ordinate with the Head of Departmental Administration, the administrative workload and duties of academic staff.
- Provide administrative assistance and support to the Deputy HoD (Undergraduate Education) and the Director of Postgraduate Education, to co-ordinate all relevant courses and related matters (course materials and VLE [Moodle]). Advise the Chair of Examiners and the Senior Examiners regarding procedural regulations. Gather and carry out data analysis on all aspects of the Undergraduate and Postgraduate programmes to assist in the strategic development of the courses, enhance operational procedures to support such development.
- Participate in University-wide working groups related to teaching and education when invited/required.
- Represent the Teaching Office at the Senior Management Team meeting as needed, act as an interface between the Senior management and Teaching Office staff.

# Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
<ul style="list-style-type: none"> <li>Educated to degree level or with equivalent experience</li> </ul>	✓	
<b>Specialist Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Excellent IT skills with the ability to learn new programmes quickly and independently</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A good standard of numeracy</li> </ul>	✓	
<b>Interpersonal and Communication Skills</b>		
<ul style="list-style-type: none"> <li>Excellent written and verbal skills, including the ability to synthesise and present complex data and policies clearly</li> </ul>	✓	
<b>Relevant Skills and Experience</b>		
<ul style="list-style-type: none"> <li>Experience in an administrative capacity within a Higher Education Institution</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience in coordinating teaching programme or courses</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of managing a budget</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of line management</li> </ul>		✓
<ul style="list-style-type: none"> <li>Excellent organisational skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working individually and as part of a team in a high-pressure environment</li> </ul>		
<ul style="list-style-type: none"> <li>Experience of managing staff successfully</li> </ul>		✓
<ul style="list-style-type: none"> <li>Able to work and communicate effectively and appropriately with a wide range of staff and students</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Carry out other duties appropriate to the grade of the role</li> </ul>	✓	

# Department of Psychology



The Department of Experimental Psychology (one of the oldest psychology departments in the country) merged with the Department of Social and Developmental Psychology in 2012 to create a new larger Department of Psychology, and now has interests covering the full breadth of Psychology. It is not a large Department as measured by the number of University Teaching Officers (28), but it does accommodate many Post-Doctoral Research Scientists and Postgraduate Research Students within a number of world- class research groups. Members of the Department teach on a number of undergraduate courses and admits around 50 research postgraduates each year.

The Department is celebrated for its teaching; students are taught by researchers of international excellence and many of its past students have gone on to prominent positions in psychology and related fields throughout the world.

The Department is frequently rated in the top three world-wide. Research staff include University Teaching Officers, Postdoctoral Research Associates, Research Assistants, Laboratory Staff and Graduate Students conducting

psychological and neuroscientific research into topics including sensory perception, attention, memory, language, cognitive development, psychopathology, computational models of psychological processes, associative learning, animal cognition and behaviour, drug addiction, family and gender, forensic psychology, new human genetics and assisted reproductive technologies, new information technologies, social cognition , social perception and personality, children's developing social understanding and relationships, social representations, judgment and decision-making, biological influences on development and behaviour, expression of personality in ideology and music, social and political attitudes and applied developmental psychology.

Facilities for research in human perception and cognition are excellent and includes access to cognitive neuroscience facilities, including 3 and 7T magnets and human electrophysiological and psychophysiological measurement, including magnetoencephalography. Excellent infant and child testing lab facilities are also available.

For more details relating to the Department of Psychology [www.psychol.cam.ac.uk](http://www.psychol.cam.ac.uk)

# The School of Biological Sciences



The School of the Biological Sciences encompasses the Faculty Board of Biology and the Faculty Board of Veterinary Medicine and is represented on the Faculty Board of Clinical Medicine. It has responsibilities across three Triposes (the Natural Sciences Tripos, Medical and Veterinary Sciences Tripos and Psychological and Behavioural Sciences Tripos).

It shares the Graduate School of Life Sciences, Graduate Committee and Medical Education Committee with the Clinical School. It has its own Degree Committee. It includes nine Departments and the Centre for Family Studies, plus five major research Institutes and an animal hospital. The School is a key player in the Cambridge Conservation Initiative as well as the majority of Cambridge Strategic Initiatives. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committees (Human Biology, Psychology) can be found on the School's website. Various subcommittees report to the Council, as required.

Formal representation on the Council of the School (its most senior decision-making body) is outlined in Chapter 8 of the University's Statutes and Ordinances. Heads of School Institutes, as well as Heads of Departments, are currently co-opted on to the Council, together with representatives of the three Faculty Boards. In addition, the Head of the Botanic Garden and a representative from the School of Technology attend as observers. Most of the detailed information about research and teaching in the School can be found on the departments' websites.

The members of the Gurdon Institute, the Sainsbury Laboratory and the Systems Biology Centre have affiliations with departments in the School. The Stem Cell Institute and Milner Institute have affiliations also within the School of Clinical Medicine.

# Terms of Appointment

## Tenure and probation

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

## Hours of Work and Working Pattern

The hours of work for the position is 37 hour per week.

## 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/](http://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.

It is expected that leave would not be taken during the teaching term.

## General information

### Pre-employment checks Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### Qualifications

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

### References

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

## Equality and Diversity

We particularly encourage women and /or 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/>

# 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*



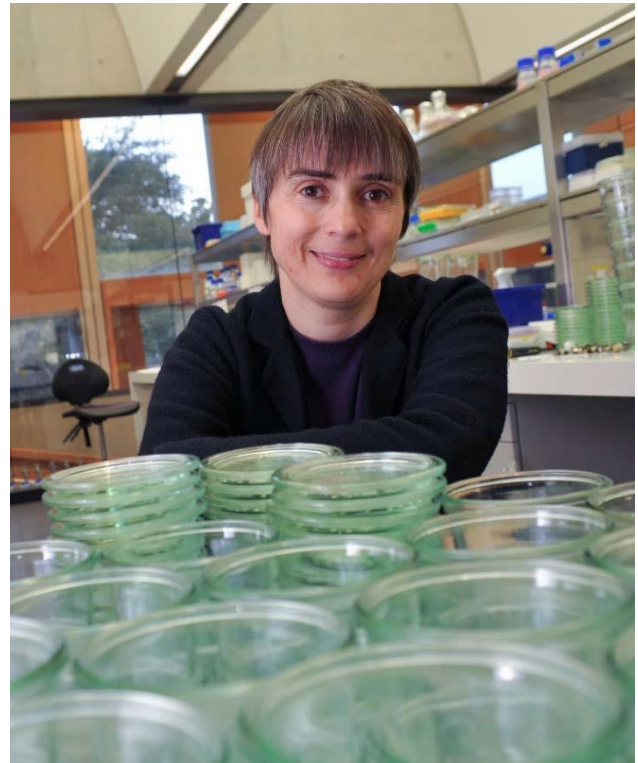
# Working at the University

**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](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

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 about the role and relevant skills and experience are welcomed, and should be directed to Jo Simmonds ([jms311@cam.ac.uk](mailto:jms311@cam.ac.uk)).

If you have any queries regarding the application process please contact Fiona Lyall Grant ([hr@psychol.cam.ac.uk](mailto:hr@psychol.cam.ac.uk))

The closing date for applications is: 31 October 2024

Interview Date: Early November 2024



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