



UNIVERSITY OF
CAMBRIDGE

HR Coordinator

Department of Applied Mathematics and
Theoretical Physics

03 November 2024
Job Reference: LE43581



HR Coordinator

Salary:

£29,605- £33,966

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Department of Applied Mathematics and Theoretical Physics

Responsible to:

HR Manager

Working Pattern:

Full Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

Working closely with the HR Manager, this post will oversee or deliver key aspects of the Human Resources function in the Faculty of Mathematics. The post holder will be responsible for all administrative aspects of all HR-related procedures in Faculty and acting as a point of contact for advice on HR-related queries from individuals and managers.

Main responsibilities

Management of Key Processes:

The postholder will be expected to oversee and work with the rest of the HR Team to action the following tasks:

- Co-ordinate recruitment campaigns for all staff groups, drafting job adverts, placing adverts and provide advice on selection criteria, advertising and interview activity.
- Advising staff on best practice in recruitment and selection, including in relation to equality, diversity and inclusion.
- Setting up interviews (including Academic appointments), contacting candidates and preparation of interview schedule.
- Notifications to successful and unsuccessful candidates.
- Requesting references.
- Completion and sign off of CHRIS forms for all appointments, changes to appointments and departures.
- Delegating tasks to the HR team, overseeing their work and providing training and advice, dealing with more complex issues. Participating and leading team meetings to be held at regular intervals during the week.
- Managing all staff Certificates of Sponsorship and visa applications and liaison with University Compliance team.
- Set up recruitment files, coordinate new starter processes and conduct HR induction for new staff.
- Managing Induction procedures, co-ordinate probation and appraisal procedures including ensuring new starters and managers are aware of their responsibilities, ensuring paperwork is completed and record the information on the University HR information system, oversee the appraisal administration and maintain up to date records for all staff, induct staff on HR procedures.
- Monitoring and recording sickness absence leave.

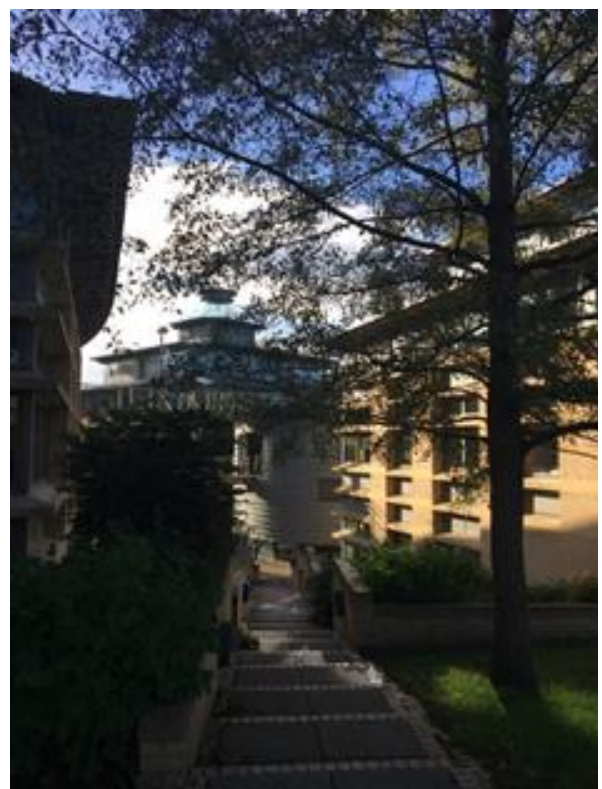


Main responsibilities continued

- Carry out general administration relating to HR processes using the HR systems for the University, be the first point of contact for HR and payroll matters, develop and maintain accurate HR filing system, maintain records of sickness/absence and holiday, update HR information, identify and communicate any changes to processes and procedures.
- Perform payroll related duties including, complete required paperwork for all changes to payroll, ensure all supporting documentation is correct, complete and approved by the HR Manager/Department Administrator, ensure that paperwork is completed and received in line with the monthly deadlines, maintain accurate payroll records and information, respond to all payroll enquiries.
- Provide administrative support, e.g. arrange and attend meetings, take minutes/notes, diary management, and preparation of documents including confidential correspondence.
- Assist with the development of HR policies and procedures and provide HR guidance.
- Co-ordination of Visitors agreement process.
- Attend School HR Forum meetings and relevant training and development.

HR Advice and Support

- Advice to academic, research and support staff and managers regarding HR policy, practices and procedures such as: limit of tenure, probation periods, appraisals, recruitment and selection, end of contract procedures, disciplinary and performance matters, Dignity at Work, welfare, maternity and paternity leave, terms and conditions of employment.
- Consult with HR Manager or School HR Team, or refer most complex cases, as appropriate.
- Keep HR Manager updated on progress.
- Advice to, and regarding, new starters and leavers.
- Maintain up-to-date knowledge of HR best practice, legislative changes, and case law.



What we can offer you

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. Staff also benefit from a generous annual leave entitlement.

The University offers employees a wide range of competitive benefits, from health care cash plans to childcare, a cycle to work scheme, to shopping and insurance discounts.

Working in the DAMTP Professional Services Team

The Professional Services Team in the Department covers the broad areas of IT, Finance, HR administration, teaching and examination administration, general administration and laboratory and facilities management. The team is vibrant and friendly and prides itself on creating a supportive environment where all team members are valued.

The Centre for Mathematical Sciences is based just off Madingley Road, with easy access to the city centre. The site is a short walk from the Madingley Road Park and Ride and there is staff parking available on site. The site has a café (run by Lemon Zest, who also operate the Zoology Museum café) and there is a staff coffee morning at 11:00 am every week day. The Department has an active social life and organises events throughout the year, in particular the Christmas Party.

If you think you may be the person we are looking for, we would encourage you to submit an application as soon as possible. We welcome you to contact Rachel Plunkett, Business and Operations Manager (dampsec@maths.cam.ac.uk) for an informal chat or to arrange to visit the department.

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Person Specification

Criteria	Essential	Desirable
Education		
Educated to A level/Level 6 vocational qualification or equivalent level of practical experience	✓	
Specialist knowledge and skills		
Familiarity with HR legislation and policies and procedures	✓	
Experienced user of Microsoft Office 365 (Word, Excel, Outlook and SharePoint)	✓	
Excellent organisational and administrator skills	✓	
Ability to prioritise and work independently and willingness to work flexibly as part of a team	✓	
Interpersonal and communication skills		
Excellent communication and interpersonal skills, both in person and in writing	✓	
Confidence and tact in dealing with people at all levels	✓	
Relevant Experience		
Previous experience in a similar role within a Higher Education setting leading Academic Recruitment	✓	
Experienced user of University of Cambridge HR Systems (RAS, WRS and CHRIS)		✓
Real life experience of significant, recent HR Administration, processes and legislation	✓	
Experience of supervising staff, including delegation of tasks		✓
Experience of developing and maintaining office systems and following office procedures	✓	

The Department

The Department of Applied Mathematics and Theoretical Physics (DAMTP)

The Department of Applied Mathematics and Theoretical Physics is one of the largest and strongest departments of its kind in Europe. DAMTP is a large Department with around 50 academics (professors, readers and lecturers) and almost 100 contract research staff. There are also 20 – 30 visiting academics, 130 postgraduate research students and 100 graduate students. Over 800 undergraduate and postgraduate students are enrolled in Parts I to III (years 1 to 4) of the Mathematical Tripos. Part III is not only the 4th year of the undergraduate course, but attracts more than 100 students each year from outside Cambridge, who take it as a one-year postgraduate course, leading to a Masters degree.

DAMTP shares responsibility for teaching in the Mathematical Tripos with its sister Department, the Department of Pure Mathematics and Mathematical Statistics (DPMMS). DAMTP also has responsibility for teaching mathematics to undergraduates taking Natural Sciences. DAMTP and DPMMS are accommodated, along with the Isaac Newton Institute for Mathematical Sciences and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) at the Centre for Mathematical Sciences, a purpose-built complex in Wilberforce Road.

The Faculty of Mathematics is a supporter of the Good Practice Scheme developed by the London Mathematical Society's Women in Mathematics Committee (<http://www.lms.ac.uk/women/good-practice-scheme>). The Faculty is actively engaged with the Athena SWAN Award Scheme (holding a Bronze Award from 2013).

The Department is keen to attract applications from candidates who have a genuine interest in, and commitment to, developing the role of women in mathematics and who can demonstrate the potential to be strong role models to female mathematicians.



Research

Current research in DAMTP is loosely organised into eight broad subject areas: Applied and Computational Analysis, Astrophysics, Geophysics, Fluid and Solid Mechanics, Mathematical Biology, Quantum Information, High Energy Physics and General Relativity and Cosmology. The boundaries between the areas are not rigid and evolve with time. Many members of staff contribute to more than one area and this is regarded as a key factor in the continuing success of DAMTP.

Research in each of DAMTP's subject areas involves collaboration with strong groups nationally and internationally, and participation in numerous interdisciplinary projects and programmes. Many members of DAMTP have valuable links with industry and other non-academic sectors. For more information please see:

<http://www.damtp.cam.ac.uk/research>.

There are strong links with the Isaac Newton Institute for Mathematical Sciences. At any time the Institute runs two parallel research programmes, each usually lasting six months and attracting several dozen mathematical scientists nationally and internationally. In several areas there are also links to research in DPMMS <https://www.dpmms.cam.ac.uk/>, including in general relativity and the analysis of Einstein's equations, and to other Departments within the School of Physical Sciences

<http://www.physsci.cam.ac.uk/researchinsps>.

Further general information about the University of Cambridge, the Department of Applied Mathematics and Theoretical Physics, and Mathematics in Cambridge may be found on the websites:

<http://www.cam.ac.uk>, <http://www.damtp.cam.ac.uk> and <http://www.maths.cam.ac.uk>.

The School of the Physical Sciences

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Science, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The School's aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching, and infrastructure.

About the School

The School of the Physical Sciences comprises the following Departments:

- [Applied Mathematics and Theoretical Physics \(DAMTP\)](#)
- [Chemistry](#)
- [Earth Sciences](#)
- [Geography \(including the Scott Polar Research Institute\)](#)
- [Institute of Astronomy](#)
- [Issac Newton Institute of Mathematical Sciences](#)
- [Materials Science and Metallurgy](#)
- [Physics \(Cavendish Laboratory\)](#)
- [Pure Mathematics and Mathematical Statistics \(DPMMS\)](#)



The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University's annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets, as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.



Terms of Appointment

Tenure and probation

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

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For 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.

Qualifications

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

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

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 HR Manager – hrmanager@maths.cam.ac.uk who is responsible for recruitment to this position.



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 13,000 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 a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. 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.

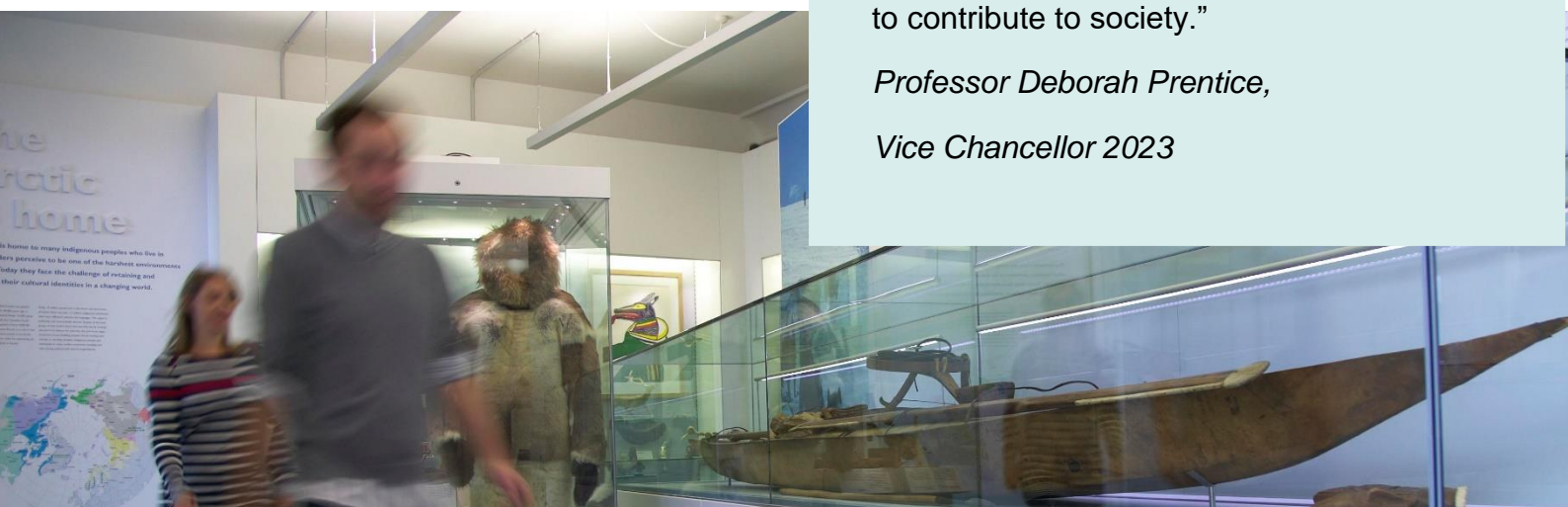
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic 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 is 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 2023*



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

The University offers 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.

Equality, Diversity and Inclusion

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 ensure that we can offer the best facilities and opportunities for our 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.

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.

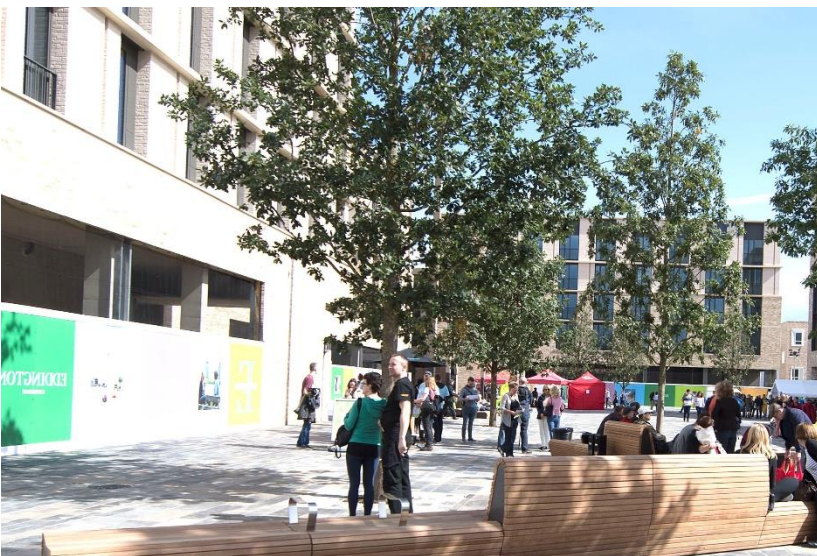
Relocation Support

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/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

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 26 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 are 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 (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

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.

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

Informal enquiries are welcomed and should be directed to: Kim Quiggin, HR Manager

Tel: 01223 765483

Email: hrmanager@maths.cam.ac.uk

If you have any queries regarding the application process, please contact:

LE43581@maths.cam.ac.uk

The closing date for applications is: Midnight, Sunday 3 November 2024

The interview date for the role is: Early week commencing 11 November 2024

