

School Research Grant Administrator (Land Economy)

Academic Division within the School of
Humanities and Social Sciences

Closing Date: Sunday 8th December 2024
Job Reference: AK43971



School Research Grant Administrator (Land Economy)

Salary:

£33,232 - £39,105

Contract:

Permanent

Location:

Cambridge

Department:

School of the Humanities and Social Sciences, Academic Division – assigned to Department of Land Economy

Responsible to:

Senior School Research Grant Administrator

Working Pattern:

Full Time

Purpose of the role

This role provides financial and administrative support across the full grant lifecycle for research grants within departments of the School of Humanities and Social Sciences. In particular it provides dedicated research grants support for the Department of Land Economy.

The post holder is also a key member of the School Research Grant Team which supports departments within the School on all matters relating to research grant administration.

Responsible to the Senior School Research Grant Administrator, the post holder also works with direction from the Land Economy Administrative Officer.

Key responsibilities

- Provide support and advice to staff wishing to submit grant applications in the Department of Land Economy and other institutions within the School as required. Specific tasks include:

- Disseminating information on and promoting research grants opportunities and advising on the strategic fit of applications
- Robustly costing proposals using the X5 costing tool, maximising

costs and mitigating risks.

- Advising on process matters, funder terms and conditions and submission portals
- Ensuring accurate and timely submission of applications
- Liaising with departmental and wider university colleagues to ensure compliance with HR, finance, procurement and other policies and procedures.
- Provision of administrative support for new and existing grants and contracts within Land Economy, and across the School team to achieve and maintain excellence in research. Specific tasks include

- Providing guidance on the processes and timelines for setting up new awards
- Planning and leading “Start Up meetings” for new grants

Liaising with the Principal Investigator, departmental finance and HR staff, and Research Office to resolve any grant issues arising and manage amendments

- Providing grant support through to the audit stages, including liaising with internal and external project partners



Key responsibilities continued...

- Play a key role within the School Research Grant Team, including the following specific responsibilities:
 - Facilitating the development of closer working relationships between departmental RGAs within the School
 - Providing occasional RGA cover to other departments in the School, as required
 - Assisting in the review and adaptation of School based processes to ensure compliance with university and funder regulations
 - Deputising for the Senior School Research Grant Administrator in providing guidance to the Head of School and School Officers on matters relating to research grants.
 - Pro-actively work with departments to provide management information on research activity, including -
 - Tracking and analysing application and award data to ensure that key departmental staff are effectively briefed on activity within their departments
 - Working with relevant departmental staff to deal with issues and resolve enquiries and problems arising from all aspects of research grant administration.
 - Support for all aspects of the Department of Land Economy's submission to future Research Excellence Framework (REF) including
 - Liaising with Department colleagues, other university departments and REF support office within the university to ensure compliance with the Higher Education Council Funding for England (HEFCE) and university REF guidelines,
 - Developing and maintaining a departmental management information system on all aspects of Department research activity to inform policy and support the next REF submission.
 - Supporting research staff in fulfilling open access requirements for publications and assisting with research dissemination.
 - Supporting the development of case studies for the REF submission.
 - Acting as main point of contact on all research grant related matters within the Department of Land Economy and wider School, where required, including
 - Promoting research grants within the Department and the School, ensuring that funding opportunities are efficiently distributed to academics across the School
 - Reviewing and distilling internal and external bulletins and other communications
 - Proactively networking with research staff and being innovative in promoting research grants opportunities within the Department
 - Supporting applications made through Cambridge University Technical Services (CUTS)
 - Liaising with Co-PIs and research office staff in partner institutions globally
- The post holder is the Secretary for the termly Department Research Committee, receiving direction from the Administrative Officer.
- Assisting in the provision of training and induction, directed by the Senior School Research Grant Administrator, to RGA's across the School, including
 - Implementing training programmes for new starters.
 - Providing ongoing mentoring and advice across the School RGA network
 - Producing crib sheets, templates, guidance notes and web resources
 - Other relevant duties as assigned by the Senior School Research Grant Administrator and/or the Administrative Officer.

Person Specification

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Experience | | |
| Previous research grants or accounts based experience, ideally gained at a Higher Education Institution | ✓ | |
| A basic knowledge of HR-related issues | | ✓ |
| | | |
| Skills | | |
| Experienced user of Microsoft Office | ✓ | |
| Demonstrate advanced knowledge of Research Grants Administration involving a critical understanding of relevant theory and/or principles | ✓ | |
| Experience in using a research grant-costing tool, and be experienced in the use of spreadsheets to generate financial data | ✓ | |
| Experience of financial reporting, analysis and forecasting | ✓ | |
| Excellent interpersonal and communication skills, with the confidence to relate to a wide range of people and to be an effective team player with a flexible approach | ✓ | |
| The capacity to draft, edit and proof-read documents together with the capacity to understand complex information and to interpret financial statements | ✓ | |
| Excellent organisational skills, with the ability to think ahead and anticipate difficulties | ✓ | |
| Ability to take initiative and make decisions, to prioritise a varied workload, to remain calm under pressure and to meet deadlines | ✓ | |
| Good problem solving skills | ✓ | |
| | | |
| Qualifications | | |
| Educated to HND, HNC, level 4/5 vocational qualification or equivalent level of practical experience | ✓ | |
| A qualification in accounting would be desirable | | ✓ |

The School of the Humanities and Social Sciences

This role forms part of a tight-knit administrative team supporting the Council of the School of the Humanities and Social Sciences. The six Schools of the University are administrative groupings of related subjects. The Council of each School acts as a coordinating organisation for the group, managing and prioritising requests from Faculties and Departments for consideration by the General Board.

The following institutions are within the scope of the Council of the School of the Humanities and Social Sciences:

- Faculty of Economics
- Faculty of Education
- Faculty of History
- Faculty of Law
- Department of Archaeology
- Department of History & Philosophy of Science
- Department of Land Economy
- Department of Politics and International Studies
- Department of Social Anthropology
- Department of Sociology

The School's total annual expenditure from grants, fees, research grants and contracts and other sources is about £65m. The institutions in the School employ about 1000 staff (academic, assistant and contract). The School has more than 5,000 students, undergraduates and post-graduates, over a quarter of the University's total student population. The post holder will be an integral member of the School Office team.

The Council of the School is chaired by the Head of School, fulfilled by an appointment of a senior academic and supported by a Deputy Head with an education portfolio. The School Office is currently based at 17 Mill Lane, central Cambridge.



The Department of Land Economy

We interpret Land Economy broadly, as the multidisciplinary study of how society interacts with the environment, both natural and built. The Department includes lawyers, economists, planners, engineers and public policy, finance and real estate specialists. The Department encourages engagement with public policy and professional practice and thus with the resolution of contemporary problems alongside more fundamental analysis.

As currently constituted, the Department of Land Economy dates back to 1961. It is a self-governing academic department within the University's School of the Humanities and Social Sciences. It currently employs around 50 academic staff, including nine full professors. It teaches just around 200 undergraduates, 140 masters students and 70 PhD students.

Research centres within the department include the Centre for Environment, Energy and Natural Resource Governance, the Centre for Housing and Planning Policy Research and the Centre for Real Estate Research all of which contributed to the Department's highly successful REF-21 submission, in which it was ranked first in the country for research quality (both GPA and proportion of 4*).

The undergraduate teaching programme builds on the multi-disciplinary character of the Department. Students receive a grounding in both law and economics, In law they study public law, environmental law, private law (tort and contract) and land law. In economics, after an introduction to both macro and micro-economics they study environmental economics, urban economics, regional economics, finance and investment analysis.

Advanced papers combine these approaches, including those on law and economics, urban and environmental planning, and land policy and development economics.

All students are required to write a dissertation in their third year on a topic covered by one or more of the papers taught in the undergraduate course.

At the postgraduate level there are three taught MPhil degrees plus an MPhil by taught MPhil degrees within the Department.

Most relevant to the Assistant Professorship in Environmental Law is the MPhil in Environmental Policy, which takes around 25 students a year.

The Department also intends to launch in 2024 a part-time MSt programme in Climate, Environmental and Urban Policy, to match its existing MSt in Real Estate.

The Academic Division



Unified Administrative Service

The university's central Unified Administrative Service (UAS) works in partnership with Schools, Faculties and Departments, providing core professional and administrative services in support of Cambridge's academic and charitable mission. It also offers a range of expertise and skills that help support the development and implementation of policy across a number of functional areas.

The UAS is led by the Registry as the university's Principal Administrative Officer and consists of the following divisions:

- Academic Division
- Estate Management Division
- Health, Safety and Regulated Facilities Division
- Human Resources Division

Administrative staff within a number of these divisions, especially the Academic Division and Finance Division, are often physically located in Schools, Faculties and Departments, and are fully involved in their day-to-day operation.

Academic Division

The post is within the Academic Division of the UAS. The Division is responsible for supporting the General Board of the Faculties and for the academic administration of the university, including maintaining the excellence of its teaching and research. The Division is headed by the Academic Secretary and consists at present of some 300 staff, responsible for admissions, examinations, student services, education policy and quality assurance, International matters, research administration and School, Faculty and Departmental administration.

Further details about the Division can be found at:

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

Terms of Appointment

Tenure and probation

The appointment 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.

This is a largely office based role (3 days in the Department of Land Economy, 1 day in the School Office) with the potential for home working one day per week.

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.

Screening Checks

Candidates may be required to undergo a basic disclosure (criminal records) check and a security check prior to any employment.

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 Alice Gumble, HR Coordinator, who is responsible for recruitment to this position.

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 world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 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.

“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 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. 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 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 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 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 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 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.

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: Daniel Starling, Senior School Research Grant Administrator at Daniel.Starling@admin.cam.ac.uk.

If you have any queries regarding the application process please contact Karin Kuchta, HR Coordinator at acdhr@admin.cam.ac.uk

The closing date for applications is: Sunday 8th December 2024

The interview date for the role is: 18th December 2024.