

# Deputy Business and Operations Manager

Institute of Metabolic Science

Metabolic Research Laboratories (IMS-MRL)

and MRC Epidemiology

Closing date: 08/12/24

Job Reference: SJ44085



# Deputy Business and Operations Manager

**Salary:** £41,421 - £55,295

**Contract:** Fixed - Term

**Location:** Cambridge

**Department:**  
Clinical Biochemistry

**Responsible to:**  
Business and Operations  
Manager

**Working Pattern:**  
Full Time

## Purpose of the role

This role will support the IMS Business & Operations Manager (BOM), the IMS-MRL Head of Department and Director of the MRC Epidemiology in managing the Professional Services Team across the Institute of Metabolic Science.

With a key focus on finance management, research grant administration and IT coordination, the post holder will develop, review and implement administrative structures and systems as appropriate to ensure the effective delivery of services. They will identify areas of service that need improvement and implement changes to processes, policies and working practices. They will support the implementation of vital UoC transformation projects in the Institute such as the Finance Transformation Programme.

They will also support the IMS BOM in the day-to-day operational management of a large administrative and support team, delivering professional services to Principal Investigators and their groups across the IMS. The IMS Professional Services team supports over 300 staff and nearly 100 PhD and MPhil students across IMS-MRL and MRC Epidemiology.

They will facilitate the success and smooth running of their functions (Finance/Grant Admin/IT), deputise for the BOM and will be a key member of the management team for the IMS.

## Key Responsibilities

### Finance

- Take responsibility for financial controls and ensure IMS are compliant with financial procedures and regulations.
- Oversee the regular monitoring of IMS balances and expenditure including grant funding and General Ledger accounts. Builds the annual five-year forecast, translate strategy into financial terms in order to demonstrate impact on income and costs.
- Prepare annual budget estimates and oversees the correct distribution of consumables and equipment funding. Oversees and suggests strategies for the pricing and recharging of efficient and cost-effective Core scientific facilities.
- Overall responsibility for the calculation of a robust bench fee taking into account various funder requirements. Operational involvement in purchasing activities ensuring that the University's Financial Procedures are being followed.
- Preparing financial projections and forecasts for the annual planning round and departmental strategic plan.
- Regularly identify and review financial services that need improvement and implement changes to process, policies and working practices.
- Review IMS grant applications before submission (as required). Advise senior staff on strategies for approaching potential sponsors.
- Review Procurement processes and work with Finance and Lab Ops teams within the IMS to develop an effective system from order to delivery to payment, using an understanding of the wider UoC finance procedures.
- Manages the Finance team staff to ensure effective and efficient support to the IMS.



## Key Responsibilities - continued

### Research Grant Administration

- Works with the IMS-MRL Research Manager and MRC Epidemiology Project Management Lead to ensure a smooth grant application process across the IMS – from pre-application, contract management and post award. Manages the Research Grant Admin staff to ensure effective and efficient support to the process.
- Plays a key operational role in significant research grant applications including high level liaison with the Research Operations Office (ROO) on applications, contracts and reporting issues.
- Advises Principal Investigators (PIs,) Business and Operations Manager (BOM), Head of Department/Director and senior administrative team on grant applications in liaison with the IMS-MRL Research Manager and MRC Epidemiology Project Management Lead. Provides expert advice on funder terms and conditions and how to interact with them to manage grants effectively and to build relationships.
- Takes responsibility for overseeing the audit programme and providing answers to the more complex audit questions.
- Represents the IMS as required at ROO and funder events.
- Regularly identify and review Research Grant services that need improvement and implement changes to process, policies and working practices.

### Management and Supervision of Staff

- Provides direct line management and leadership to the Finance and Research Grant Admin team.
- Actively reviews the levels of administrative support provided to PIs in the Department to ensure that it is appropriate and equitable. Looks to innovate new ways in which additional resources could be achieved and review how processes can be made more efficient and cost effective.
- Regularly identify and review process and procedures that need improvement and implement changes to processes, working with the Business & Operations Manager to provide advice to Director/Head of Department and Principal Investigators (PI) on the management of staff and students with oversight in employee relations issues.
- The role holder will support recruitment to the professional services team in the department, including being on the selection committee

### Strategy and Management

- Provides supporting information as required to allow the BOM and Head of Department/Director to formulate and implement strategic plans. Actively contributes to discussions and the development of departmental policies involving staff matters, IT, finance and research grants.
- Plays a key role on several Departmental committees.
- Contributes to policy development and planning in the Department through membership of central committees and working groups as invited to do so.
- Regular liaison with the Senior management team in the School, and all support groups in working together to co-ordinate the development of the department strategy and the five year plans of the School.

### Other Administrative Activities

- Other activities as directed by the BOM and Head of Department/Director – although the role is finance biased, the role holder should have strong general management skills and be able to support across the other groups within the IMS Professional Services team: Human Resources, Student Administration, Lab Operations, Facilities Management, General Administration, Reception Management, Comms & Engagement.
- Deputise for the BOM as necessary.
- Member of the IMS Management Committee.
- Member of the IMS Silver Team for implementing the Emergency Action Plan.

# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Significant administrative experience at a senior level (preferably within the HE environment)	✓	
Detailed knowledge of a wide range of accounting practices	✓	
Understanding of Grant Management		✓
People Management experience	✓	
Previous experience of introducing change	✓	
Knowledge of the Medical Research environment		✓
Previous experience of implementing new IT systems		✓
<b>Skills</b>		
Ability to interpret complex financial data	✓	
Ability to interpret, adapt and implement detailed and often complex policies and procedures and communicate them to all staff	✓	
Good communication and interpersonal skills	✓	
Flexibility, adaptability and problem solving skills	✓	
Good people management and communication skills	✓	
Ability to prepare budgets and manage finances and resources	✓	
<b>Qualifications</b>	✓	
A degree or equivalent experience	✓	

## Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	B
Innovation and Change	B
Negotiating and Influencing	B
People Development	B
Relationship Building	B
Strategic Focus	B

# Institute of Metabolic Science-Metabolic Research Laboratories and embedded MRC Metabolic Diseases Unit (Clinical Biochemistry)

## Research and research culture

Research at the IMS-MRL is dedicated to understanding the mechanisms responsible for obesity and related metabolic diseases, with the specific aims of undertaking high quality basic science clinical and translational research to improve understanding of and develop interventions to prevent and treat these conditions.

The Institute brings together outstanding scientific and clinical researchers from 24 laboratories to form an internationally renowned centre of excellence for research into metabolism and metabolic disease.

It encompasses scientists working across the full spectrum of experimental approaches including cell biology, genetics, functional genomics, electrophysiology, animal models, basic and human neuroscience and experimental medicine.

Our investigators range from basic scientists undertaking underpinning research on fundamental aspects of cellular metabolism to clinical neuroscientists investigating human appetitive behaviour. Together, this creates a wide range of basic, clinical and translational research expertise and a superbly enriching research environment that benefits from established links with research institutes throughout the Cambridge area, such as with the MRC Epidemiology Unit, Wellcome Trust Sanger Institute and European Bioinformatics Institute, among others.

A major aim of the institute is to facilitate cross-disciplinary interactions between basic and clinical scientists to maximise the impact of our research and improve the quality of patient care.

The MRC Metabolic Diseases Unit (MDU), which is based at the IMS-MRL, is part of a joint initiative between the MRC and Wellcome Trust that supports obesity research in Cambridge. The MDU, established in 2013, was the first MRC-University unit to be developed from scratch.

The MDU provides direct support for five high-

quality programmes of research that aim to improve understanding of the basic mechanisms responsible for obesity and related metabolic diseases. The MDU, together with funding from Wellcome and the NIHR Biomedical Research Centre, supports key core facilities vital to the work of investigators based at the IMS-MRL and in the surrounding area. Such close ties with local Units and Institutes provide MDU scientists with unique opportunities to explore the genetic, epigenetic and physiological bases of obesity and metabolic disease.

We believe we have a responsibility to contribute to society through our public engagement programme. Our aim is to inspire the next generation of scientists, impact the public perception of fundamental research and make public engagement part of our research culture.

We actively pursue equality and diversity in the workplace, supported by the Silver Athena Swan Award to the Clinical School.

The Institute is committed to promoting energy efficiency and to minimising our environmental impact. Our efforts in this area have been recognised through achieving annual 'Gold' accreditation in the University's Green Impact scheme for departments and colleges across the University in for 2015-2019).

# MRC Epidemiology

Obesity, type 2 diabetes and related metabolic disorders present a major and growing global public health challenge. These disorders result from the complex interplay between genetic, developmental and environmental factors throughout life. The MRC Epidemiology Unit is investigating these factors and using evidence to develop and evaluate strategies for the prevention of these diseases in the general population.

## Our Research, Teaching and Training

Our research is delivered by MRC core funded and departmental programmes that are supported by specialist teams in data management, IT, laboratory analysis, statistics, dietary assessment, physical activity and anthropometric measurement, study coordination, field epidemiology and knowledge exchange. MRC core-funded programmes are:

- Aetiology and Mechanisms of Diabetes and Related Metabolic Disorders of Later Life
- Early Life Aetiology and Mechanisms
- Nutritional Epidemiology
- Physical Activity Epidemiology
- Behavioural Epidemiology and Interventions in Young People
- Prevention in High Risk Groups
- Population Health Interventions.

The Unit is part of Cambridge Population Health Sciences Partnership that runs the MPhil in Population Health Sciences. There is a strong commitment to teaching and training at all levels and an ethos that this is part of everybody's role.

In addition the department leads programmes in Public Health Modelling and Diet and Physical Activity Interventions in Patient Populations.

We lead the **Centre for Diet and Activity Research (CEDAR)**. Established as one of five UKCRC Public Health Research

Centres of Excellence, CEDAR studies the population-level influences on what we eat and how much physical activity we do, and develops and evaluates public health interventions. It is particularly focused on communicating our public health research to practice and policy.

We lead the **NIHR Global Diet and Activity Research Group and Network (GDAR)**, an international research partnership to help combat poor diet and physical inactivity in low and middle income countries. The partners in the GDAR Network include Universities in South Africa, Cameroon, Kenya and the West Indies.

We also lead the **NIHR Biomedical Research Centre (BRC) theme in Nutrition, Diet and Lifestyle**, a key element of which is a platform for the measurement of diet, nutrition and physical activity in observational studies, trials, natural experimental studies and surveys.

The Unit also runs a **BioRepository** which provides a facility for short-term storage, processing and arraying of biological samples for the measurement of biomarkers, and also undertakes high-throughput analyses.

**Cambridge Epidemiology and Trial Unit (CETU)** is an NIHR provisionally-accredited clinical trials unit led by the department. CETU focuses on investigator-led randomised controlled trials (RCTs) and other well designed studies that evaluate interventions to improve health care and public health.

[www.mrc-epid.cam.ac.uk](http://www.mrc-epid.cam.ac.uk)

<https://www.phs.group.cam.ac.uk/>

# School of Clinical Medicine

Doing great work in a great place to work

## About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



**Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine**

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

## The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.



# Terms of Appointment

## Tenure and probation

The appointment will be made for 3 years in the first instance. Appointments will be subject to satisfactory completion of a 9 month probationary period. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The hours of work for the position are full-time, 37 hours per week, working Monday – Friday.

## 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.

## 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

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

#### 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. **(Please see relevant guidance before inclusion:** <https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action>)

## 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.

# The University

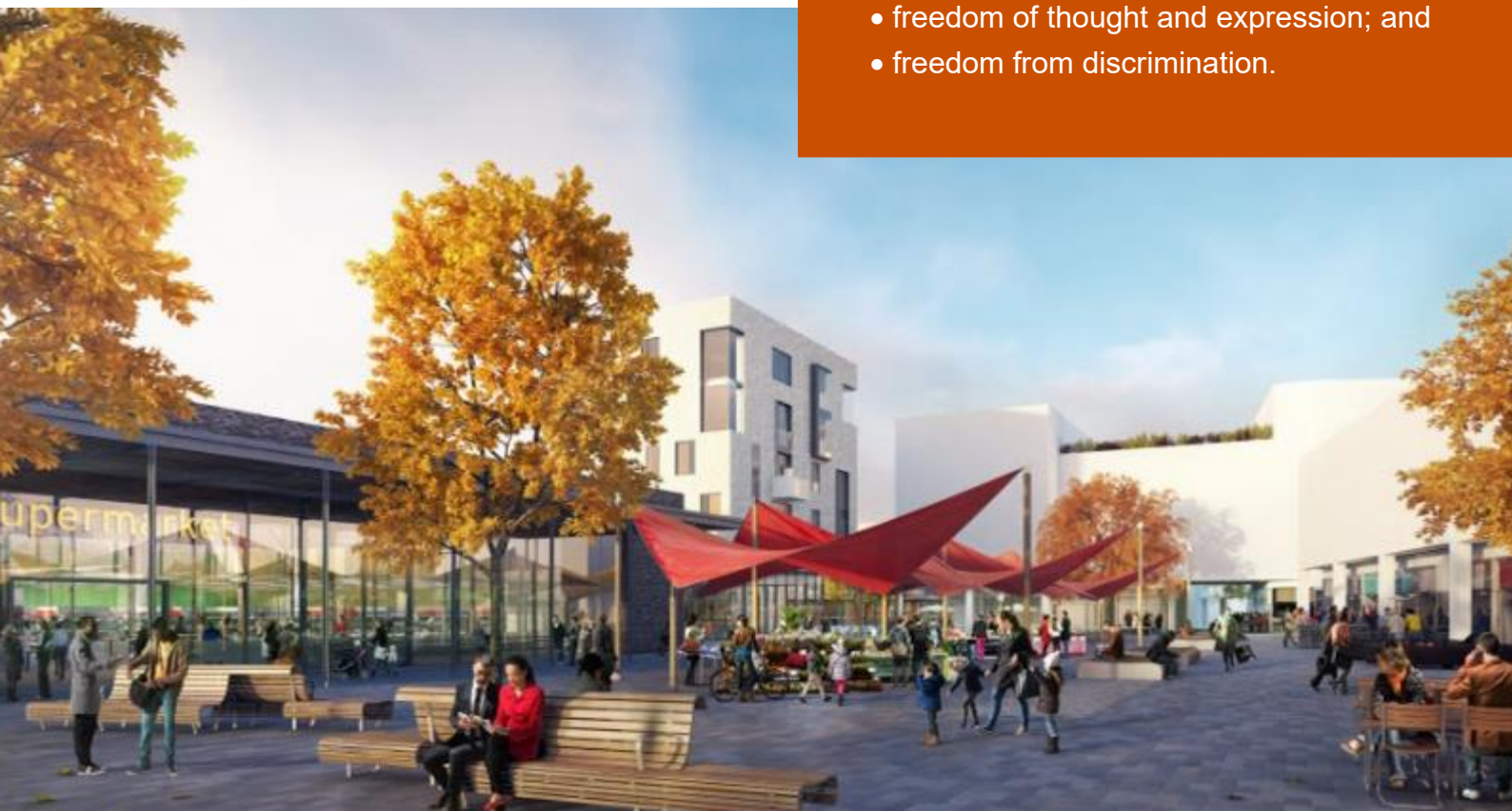
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates 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*



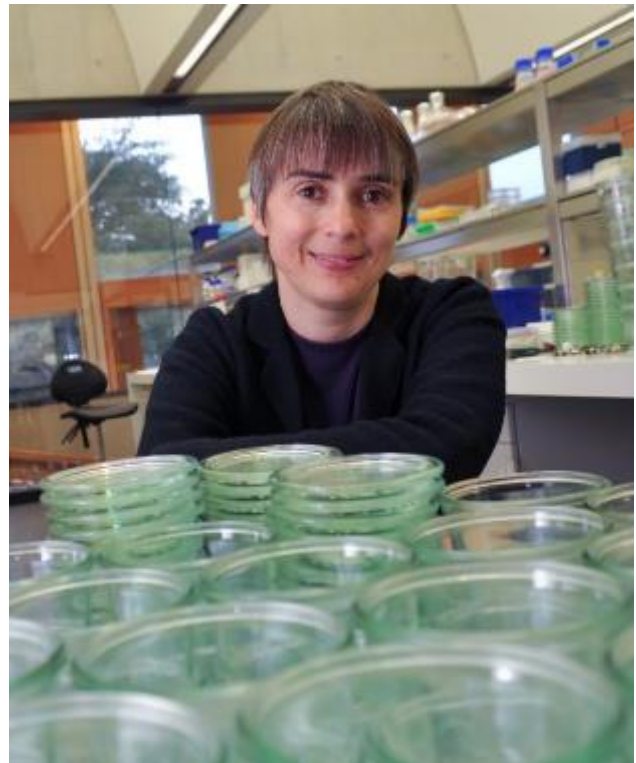
# Working at the University

**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 northwest 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. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



# Clinical School Benefits

## Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

### These include:

#### Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

#### Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

#### Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

#### Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



## Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



## Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.



# 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 are welcomed and should be directed to:

**Sophie Beresford**

**Email:** [sb2751@cam.ac.uk](mailto:sb2751@cam.ac.uk)

If you have any queries regarding the application process please contact [clinbiohr@admin.cam.ac.uk](mailto:clinbiohr@admin.cam.ac.uk)

The closing date for applications is: 8th December 2024, with interviews held w/c 16<sup>th</sup> December 2024.