



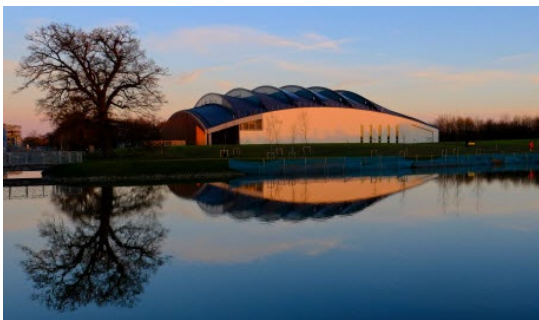
UNIVERSITY OF
CAMBRIDGE

Strategic Operations Lead

Department of Public Health & Primary Care –
THIS Institute

Closing Date: 10 November 2026

Job Reference: RH51520



Strategic Operations Lead

Salary: £48,337 - £61,165

Grade: 9

Staff Category: unestablished academic-related

Contract: Fixed Term

Location:

Strangeways Research Laboratory,
Worts Causeway, Cambridge CB1
8RN (approx 2 miles south of city
centre)

Department:

Public Health & Primary Care

Responsible to:

Mary Dixon-Woods

Working Pattern:

Full Time

Purpose of the role

The Strategic Operations Lead (SOL) at THIS Institute is a senior leadership role that is essential to the Institute's mission to create an evidence base for improving quality and safety in healthcare and to build capacity UK-wide in the study of improvement. A key member of the institute's executive team, the post-holder will be a highly skilled operational leader with strategic responsibility for ensuring that systems are in place for supporting excellent, ground-breaking applied research studies and research capacity-building across the UK in the area of healthcare improvement in order to deliver THIS Institute's mission. Managing a multi-skilled team, the SOL will be expected to provide leadership across the entire portfolio of THIS Institute's business and operations activities, including operations, business and financial planning, contracting, human resources, management and reporting, management of applications for funding, and research programme management and impact curation, as well as continuous improvement functions. The SOL also has a key role in research capacity-building. The role is characterised by significant scale and complexity, requiring the ability to operate effectively both within the University of Cambridge and at national level with a large number of external stakeholders across the NHS, academia, charities, professional bodies, and beyond.

The postholder will have primary responsibility for developing, managing and ensuring effective deployment of a budget in excess of £3M per annum and for leading on the human resource management of ~50 members of staff and students, as well as direct involvement in managing an increasing and diverse programme of income generation.

A key responsibility will be ensuring that the institute is well-placed to respond to funding opportunities, including preparation of major bids and subsequent contracting and management. To support this work and wider activities of the institute, the individual will manage strategic partnerships, and collaborations with NHS organisations, professional bodies (including the royal medical colleges), patient-led groups, and universities and research organisations.

The post-holder will be responsible for ensuring that a proactive, healthy and productive relationship is fostered with the Institute's main funder in order to ensure that strategic objectives are met and that activities are effectively managed within the financial and other resources available.

The post-holder will be highly innovative in promoting best practice across the entire portfolio of activities, identifying change opportunities, continuous improvement and new ways of working to make best use of resources, while operating within the frameworks of the University of Cambridge and Department of Public Health and Primary Care.



Key Responsibilities

Provide leadership for the major functions of THIS Institute, including operations, research programme management, financial management and reporting, business and financial planning, research capacity building, contracting, human resources, management of funding applications, impact planning and curation, and continuous improvement. Provide excellent line management for the teams running these functions, promoting a positive workplace environment and role-modelling the highest standards of ethics and integrity.

Demonstrate excellent people management across a multi-skilled team: set clear expectations, establish appropriate accountability, communicate openly, delegate effectively and address performance or conduct concerns promptly, fairly and constructively. Build an inclusive, respectful and effective working culture in which staff are supported to perform at their best; ensure high-quality appraisal, feedback, coaching, succession planning and professional development; recognise strong contribution; and support managers to develop their own leadership capability.

Provide leadership for human resource management within the institute, working closely with Departmental and University HR colleagues to ensure that recruitment, induction, probation, appraisal, promotion, reward, workforce planning, organisational change and staff wellbeing are managed effectively, consistently and in accordance with University policy and employment law. Anticipate workforce risks and capability needs, use workforce information to inform decisions, and ensure that managers receive timely, practical and high-quality HR advice and support, where appropriate via specialist HR colleagues.

Lead on financial management and reporting, including the allocation of resources to all functional areas of THIS Institute's activities, ensuring that teams are well-supported and focused on strategic priorities and deliver on value for money and accountability. Lead on business planning, monitoring and reporting of the institute's financial plan and operating budget of ~£3-4M per annum. Recommend strategies to improve value for money and budget performance. Delegated responsibility to authorise and sign off contracts and invoices where appropriate, hold institute credit card. Take responsibility for complex procurement and contracting across multiple areas of activity of THIS Institute, involving many external organisations.

Support management of income generation activities for THIS Institute, ensuring that the institute is well-placed to respond to funding opportunities and preparation of major bids and subsequent contracting and management. As part of this role, manage THIS Institute's relationships with current and future partners of THIS Institute. Using highly skilled, sensitive and resourceful approaches, build coalitions and cooperation in order to accomplish shared goals while advocating strongly for the mission of THIS Institute. Recognise and manage tensions and sensitivities arising from different stakeholder perspectives.

Meet reporting requirements relevant to the role, including annual reporting to the main funder (narrative and financial reports), quarterly reporting to the institute's Strategic, Finance and Risk Committee, external and internal financial and other audits, information and research governance, reporting to the Scientific Advisory Committee on the fellowships programme and preparation for reviews.

As a member of the institute's senior leadership team, support development of the strategic vision for operations so that the institute can deliver on its goals. Provide strategic leadership on excellent governance and compliance. Chair formal committees and working groups both internal and external to the Institute, where appropriate deputising for the Director. Ensure that high quality governance arrangements are in place for all partnerships and collaborations. Ensure that a proactive, healthy and productive relationship is fostered with the Institute's main funder to ensure that strategic objectives are met and that activities are effectively managed within the financial and other resources available. Foster connections and communication with the Department, School and wider university to ensure that THIS complies with best practice and is institutionally well networked.

Develop and continuously evaluate and improve systems for ensuring that management, planning and resourcing, sustainability and workforce development are all optimised to support realisation of THIS Institute's goals. Take strategic responsibility for ensuring that highly effective systems are in place and function smoothly across all functions of THIS Institute with the aim of ensuring best practice, consistency with the broader frameworks of University of Cambridge, and compliance with all relevant internal and external requirements. Undertake due diligence where appropriate. Oversee systems for disseminating good practice. Lead on continuous systems improvement.

Using understanding of relevant complex scientific, operational, political and regulatory challenges, build and sustain excellent relationships with multiple key external stakeholders across the NHS, charitable sector, professional bodies, academia and beyond to ensure effective strategic and authentic collaborations on shared research and capacity-building goals.

Person Specification

Criteria	Essential	Desirable
Education		
Educated to honours degree level	✓	
Postgraduate or other qualification or training in project management, law, finance or business administration.		✓
Specialist Knowledge & Skills		
Able to think and contribute strategically and collaboratively, with the vision and leadership to shape the strategic agenda for a complex research organisation with multiple external partners and serving multiple functions.	✓	
Deep understanding of what is needed to deliver complex, multi-stakeholder projects over long periods and to monitor and assess performance and impact.	✓	
Able to interpret and operationalise complex organisational objectives, to make improvements in operational functioning and to innovate key processes and applications while, after appropriate familiarisation, working within the broader framework of University of Cambridge requirements.	✓	
Strong financial management and reporting skills, including the ability to develop and manage complex budgets, produce accurate forecasts and management information, monitor performance and risk, ensure effective financial controls and compliance, and present clear financial analysis and recommendations to institute leadership and its governance committees.	✓	
Is self-directed, highly organised, proactive, engages in long-term planning, takes personal responsibility, is able to prioritise effectively, and has strong analytical skills. Capable of multi-tasking in a fast-paced and often pressurised environment. Can manage multiple agendas and can allocate attention and resource appropriately to achieve goals.	✓	
Anticipates challenges and plans for contingencies. When challenges do arise, takes a calm, sensible and constructive approach to problem-solving and identifies coherent and, where appropriate, innovative solutions to complex issues.	✓	
Makes sound decisions within delegated limits and knows when to seek further authority; is able to be assertive and independent of thought without overstepping boundaries.	✓	
Excellent facilitation and negotiation skills, maintains composure under pressure, and can engage in consensus-building and conflict management.	✓	
Highest standards of integrity, honesty and professionalism, with excellent judgement.	✓	
Maintains a strong focus on self-development, seeking feedback and opportunities for growth.	✓	
Committed to promoting equality, diversity and inclusion in all aspects of Institute activity.	✓	
Interpersonal & Communication Skills		
Able to command credibility and confidence as a senior leader both within the University of Cambridge and externally, particularly with the Institute's main funder, NHS senior leaders, professional bodies, charitable groups and other strategic collaborators.	✓	
Can build and maintain strong, positive and productive relationships with colleagues internal to THIS Institute and across the broader University, including the Department of Public Health and Primary Care and the Clinical School.	✓	
Excellent oral communications skills: able to present fluently, credibly and with authority to multiple audiences.	✓	
Able to produce written reports and documents that are strategic, compelling, well-thought through and convincing, with excellent quality of expression and standards of grammar and punctuation.	✓	
Relevant Experience		
Extensive experience of operations and business leadership, in either the public or private sector, including successful leadership and delivery of complex multi-stakeholder programmes.	✓	
Experience of corporate governance, financial management, risk management, business planning and reporting. Experience of managing and controlling budgets/resources/funding and of financial management procedures.	✓	

Experience of managing people and teams and ensuring best practice in human resources, and of motivating and providing effective management as a team-leader.	✓	
Experience of working in an academic or health service organisation.		✓
Experience of continuous quality improvement and/or system design would be beneficial.		✓
Additional Requirements		
This role may require travel nationally and possibly internationally	✓	

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	Description
Valuing Diversity	A	Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.
Achieving Results	B	Identifies and manages important issues and problems effectively. Plans and monitors the work of others and takes accountability for their levels of performance and success.
Communication	B	Communicates effectively and appropriately with senior management, external partners and with people at all levels across the University and outside the University in the wider community.
Innovation & Change	B	Supports, promotes and implements change. Encourages the adoption of new methods and overcomes barriers to acceptance.
Negotiating & Influencing	B	Negotiates and influences at senior management level using persuasive arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes.
People Development	B	Encourages and facilitates the learning and development of others. Demonstrates enhancement of individual and team potential through giving clear direction, guidance and feedback on performance.
Relationship Building	B	Develops and maintains existing partnerships. Builds teams and identifies means of enhancing their effectiveness.
Strategic Focus	B	Takes a strategic view and creates long-term plans for the institution/area of responsibility. Promotes a shared vision for the University.

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.



Department of Public Health & Primary Care

Thank you for your interest in this role in the Department of Public Health and Primary Care at Cambridge University.

One of Europe's leading university centres of population health sciences, our department is a large and innovative multidisciplinary hub for research and education. The department was a key part of the University of Cambridge's submission in population health sciences to the Research Excellence Framework 2021, ranking among the two top centres in the UK.

Addressing pressing challenges that matter to patients, the public, clinicians, and policy-makers, our work is distinctive for its use of "team science" to tackle grand challenges. We lead and co-lead multiple international and national initiatives, cross-sectoral research partnerships and collaborations. We have methodological and disciplinary strengths across the range of population sciences research, from discovery focused molecular epidemiology through to applied health services research using quantitative and qualitative methods. We offer excellent training and educational programmes at all levels, from undergraduate and Master's courses and multi-disciplinary PhD programmes through to Academic Clinical Fellowships and mentorship of emerging researchers.

Underpinned by major programme grants and awards, the Department of Public Health and Primary Care enjoys exceptional opportunities arising from its strategic partnerships. These include partnerships with the British Heart Foundation, Cancer Research UK, the Health Foundation, Health Data Research UK, the NIHR Biomedical Research Centre, NHS Blood and Transplant, the Wellcome Sanger Institute, industry, and policy-makers at local, national and international levels.

The Department is home to enviable population and clinical research resources in high, middle, and low-income countries, including global consortia, deeply-characterised cohorts, and randomised trials. A source of particular pride is the excellent training and educational programmes we offer at all levels, from undergraduate and Master's courses and multi-disciplinary PhD programmes to Academic Clinical Fellows and mentorship of emerging senior scientists.

You will benefit from an outstanding academic environment, which includes among its many capabilities: the NIHR Cambridge Biomedical Research Centre, Cambridge Heart and Lung Research Institute, Health Data Research UK, and MRC Units in Biostatistics and Epidemiology.

I hope that you will consider joining our Department.



John Danesh, DPhil, FRCP, FMedSci
BHF Professor of Epidemiology and Medicine
Head of Department Public Health & Primary Care

School of Clinical Medicine

Welcome
to Cambridge



Regius | Professor Patrick Maxwell

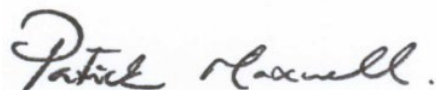
Thank you for considering the opportunity to join our distinguished University, here at the School of Clinical Medicine.

We are thrilled to welcome candidates who shares our passion for education, innovation, and community. We provide the unique opportunity to drive educational excellence, spearhead innovative research, and shape the future of our esteemed department.

Our community thrives on creativity, collaboration, and a commitment to making a global impact, and we look forward to how your expertise and vision will enhance our vibrant community.

Join us on this thrilling journey as we continue to push boundaries, inspire breakthroughs, and transform lives worldwide.

Yours sincerely,

A handwritten signature in dark ink that reads "Patrick Maxwell." The signature is written in a cursive, flowing style.

Professor Patrick Maxwell | DPhil FRCP FMedSci

Regius Professor of Physic & Head of the School of Clinical Medicine

School of Clinical Medicine

Welcome to the University of Cambridge School of Clinical Medicine, a vibrant and dynamic hub of clinical medical education and research excellence.

With nearly 3,000 dedicated colleagues, ranging from distinguished academic professors to essential administrative support. We are a diverse and inclusive community united by a passion for advancing healthcare.

Our journey began in 1976, following the Royal Commission on Medical Education's recommendations from the late 1960s, leading to the establishment of a comprehensive medical course in Cambridge. This milestone was marked by 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 inaugurated the Clinical School Building, which now houses our medical library, lecture theatres, and seminar rooms.

Our Mission and Aspirations: At the School of Clinical Medicine, we are committed to revolutionising medical practice and deepening our understanding of biological sciences across a spectrum of clinical specialties and scientific disciplines. Our approach is rooted in collaborative research that not only spans the breadth of biomedicine but also intersects with the mathematical, physical, and social sciences. We are pioneers in supporting and developing key enabling technologies that drive our research forward

Major Research Areas: Our research covers a wide range of critical areas, including:

- Antenatal, Maternal and Child Health
- Cancer research
- Cardiorespiratory Medicine • Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine

Leadership in Education and Research

Under the stewardship of Professor Patrick Maxwell, FMedSci, Regius Professor of Physic and Head of the School of Clinical Medicine, our School strives to lead in education, discovery, and healthcare.



School of Clinical Medicine

We achieve this through Inspirational Teaching and Training: Educating individuals who are destined to become outstanding doctors or biomedical scientists. Our graduates are known for their deep scientific understanding, exceptional clinical and communication skills, and a compassionate, professional approach to patient care. We are proud to equip them to be future international leaders in their fields.

Commitment to Excellence in Research:

Supporting scientists of global renown in both basic and clinical research. Our focus is on understanding fundamental biology and the mechanisms underlying disease. We integrate basic and clinical research, apply rigorous, mechanism-based approaches to clinical problems, and drive innovation to tackle society's health challenges.



Terms of Appointment

Tenure & Probation

Your employment relies on the availability of finite funds for a specific purpose that are not part of the university's general revenues. The funding supporting the post ends 31 July 2030.

Appointments will be subject to satisfactory completion of a 9-month probationary period.

Hours of Work & Working Pattern

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

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk/

Annual Leave

Full-time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

The annual leave year runs from 1 October – 30th September

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 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.

References

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

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.

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: [Accessibility and disability services | University of Cambridge](#)

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 Business & Operations Manager phpc.hr@medschl.cam.ac.uk who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via: cshstaffhub@admin.cam.ac.uk

Environmental Statement

It is the responsibility of all employees to minimise the University's environmental impact wherever possible. This includes recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases. For more information on University of Cambridge procurement, sustainability, biodiversity and environmental areas of action please visit <https://www.environment.admin.cam.ac.uk/>.

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.

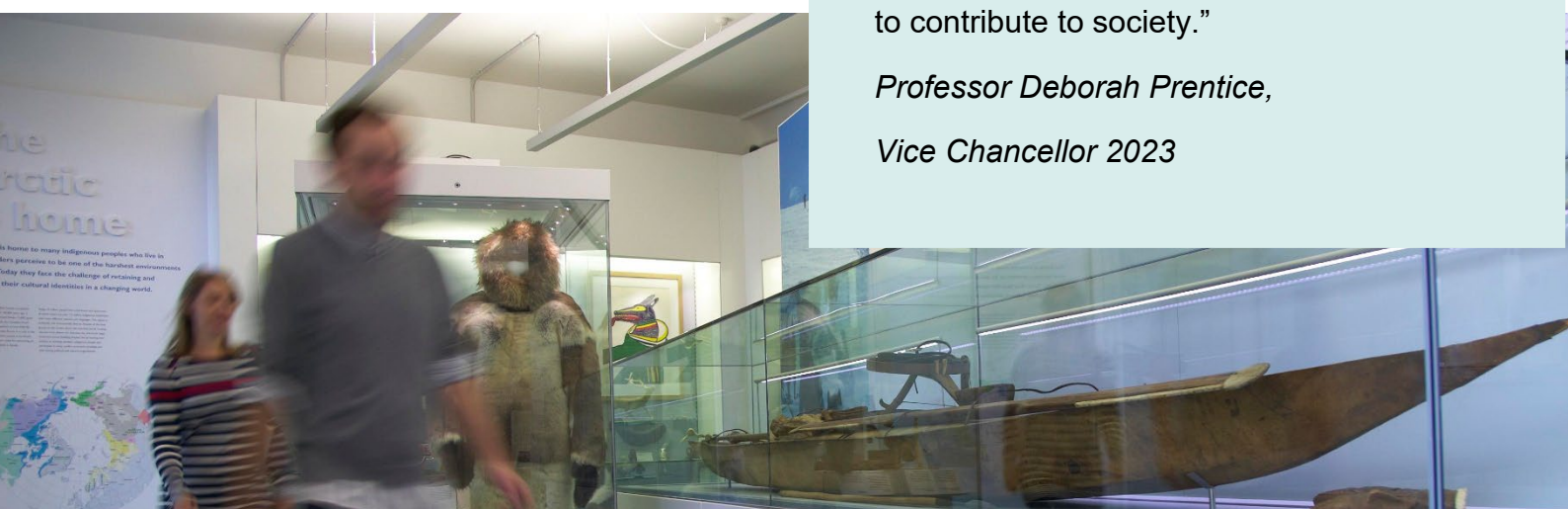
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic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

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.



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 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

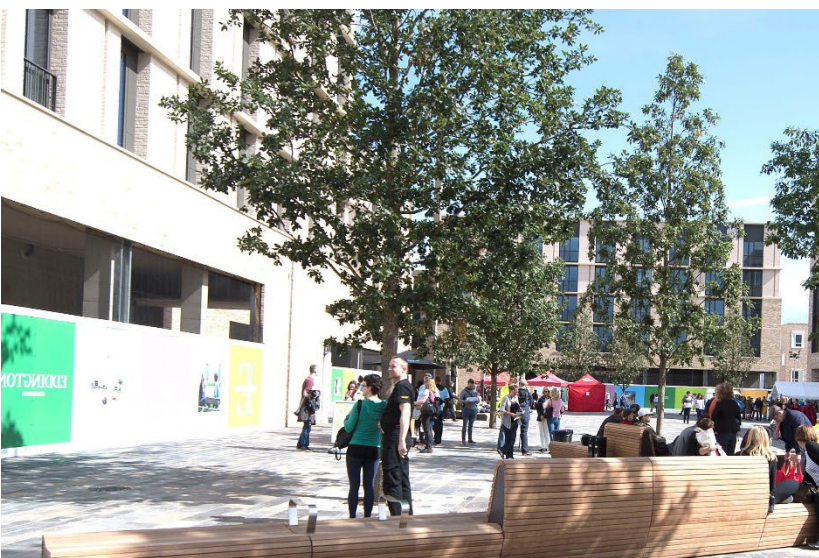
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure 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.

Please ensure that you upload a covering letter and CV in the Upload section of the online application. The covering letter should outline how you match the criteria for the post and why you are applying for this role. It should confirm the letter has been written without the support of AI. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

Please include details of your referees, including e-mail address and phone number, one of which must be your most recent line manager.

Informal enquiries any queries regarding the application process are welcomed and should be directed to: Rachael Comeau via email phpc.hr@medschl.cam.ac.uk

The closing date for applications is: 10th November 2026 at midnight

The interview date for the role is: 18 November 2026

