UNIVERSITY OF CAMBRIDGE

Research Support Assistant

NIHR BioResource for Translational Research

Department of Haematology

[CLOSING DATE:19TH November 2026]
Job Reference: RW51545









Race Equality Charter Bronze Award

We are a Living Wage Employer

disability confident COMMITTED

Athena SWAN Silver Award

Research Support Assistant

Salary:
£27,865 - £31,861
(Grade 4)

Contract:
Fixed Term to 31st March 2028 in the first instance

Location:
Cambridge Biomedical Campus, Cambridge, CB2 0QQ (approx 2 miles south of city centre)

Faculty / Department:
NIHR BioResource for Translational Research, Department of Haematology

Responsible to:
Research Delivery Manager

Working Pattern:
Part Time (25 hours p/w), Monday-Friday



Purpose of the role

The Research Support Assistant supports the NIHR BioResource Clinical Team with the day-to-day running of the Clinical Research Unit under the supervision of the Research Delivery Manager in order to ensure that the unit is fully operational, up-to-date and meets all requirements of a CUH clinical area.

The team (Research Nurses) provides clinical support to the NIHR BioResource in the recruitment and recall of volunteers.

The role holder provides administrative and organisational support to the Clinical Team in order to ensure successful volunteer recruitment and recall for a variety of research projects. This role is key to the preparation of research appointments, including the paperwork required, as well as taking responsibility for welcoming volunteers to the unit; all of which will influence the volunteer's research experience.

About Us

Our mission is to **facilitate human health research** and its **transformation into medical practice.** NIHR BioResource is a unique and powerful resource for studying disease mechanisms and investigating the links between **genes**, the **environment**, **health** and **disease**, enabling scientific discoveries and facilitating translational medicine for the benefit of patients.

We have over **350,000** consented volunteers with and without health conditions, who are willing to participate in academic and industry-led experimental medicine and clinical research studies. Recruitment is on a national and local level, with 28 local BioResource centres spread across England, including one centre in Cambridge.

The NIHR BioResource is based on two stages:

Stage 1

- Recruitment of research volunteers.
- Collection of their personal details and, health and lifestyle information.
- Access medical records and collection of a biological sample.

Stage 2

- Recall enrolled research volunteers according to their genotype and/or phenotype for participation in research studies or in clinical trials.

See *NIHR BioResource for Translational Research* and our website (www.bioresource.nihr.ac.uk) for more information

Key responsibilities

- Act as point of contact for enquiries to the NIHR BioResource Clinical Research Unit
- Respond to enquiries from participants regarding existing appointments/cancellation/rescheduling of research appointments
- Reception duties including greeting volunteers on entering the unit, volunteer hospitality
- Provide wide range of administrative support to the Research Nursing Team and Recall team,which include supporting recruitment and recall activities for multiple research projects through participant's communications via phone call/email
- Maintain records by using and update all appropriate spreadsheets, NIHR BioResource database and NHS health record system
- Provide administrative service within the unit and to the Research Delivery Manager
- Provide support with monitoring workload, organise team days, organise meetings, prepare agendas, take minutes
- Accurate data collection for multiple research projects
- Prepare research packs which includes blood tubes, consent forms, data collection documents, identification labels, questionnaires, etc. appropriately as per project's recruitment
- Enter data collected from volunteer questionnaires into the NIHR BioResource database
- Process volunteer's reimbursement of expenses forms and report to the finance division
- Keep record of unit expenses and report to the finance division
- Provide independent management of some aspects of the Clinical Research Units including organisation of regular checks for medical equipment, ordering of stationary as well as clinical material of everyday use
- Carry out regular checks to make sure that safety is maintained in accordance with CUH guidelines
- Health and Safety officer assistant task is part of this role to ensure all safety measures are monitored and highlight when maintenance is needed within a specific area
- **Any other responsibilities commensurate with the grade and position.**

Person Specification

Criteria	Essential	Desirable
Education		
Educated to A Level standard with GCSE Mathematics and English or have equivalent qualifications or equivalent experience	✓	
Specialist Knowledge & Skills		
Knowledge of Information Governance, Good Clinical Practice and General Data Protection Regulation		✓
Familiarity with email packages such as Outlook and experience of working on electronic healthcare records such as EPIC		✓
Highly competent in word processing, excel and able to learn bespoke databases for data entry and data integrity checking	✓	
Excellent planning, organisational and attention to detail skills	✓	
Interpersonal & Communications Skills		
Excellent interpersonal skills to be able to greet volunteers and answer questions from research volunteers via phone call and email as required	✓	
Relevant Experience		
Experience in an administrative role	✓	
Relevant experience in a research setting, ideally acquired through working in the NHS or in a research/medical institution		✓
Experience in document control and of inputting data accurately	✓	

Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA

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	D
Communication	C
Innovation and Change	D
Negotiating and Influencing	D
People Development	D
Relationship Building	C
Strategic Focus	D

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.



NIHR BioResource for Translational Research

The NIHR BioResource for Translational Research is a major nationally accessible resource that includes over 350,000 volunteers who have provided information related to their health and lifestyle and biological samples, including DNA, consented to be recalled for biomedical research studies according to their phenotype and/or genotype, and have given permission to access their medical records. High density array (Affymetrix UK, Thermo Fisher Biobank Axiom® Array) is in process to facilitate recall, and phenotyping platforms such as metabolomic profiling (Metabolon, RNA sequencing) have been available to some of the cohorts, generating vast amounts of data.

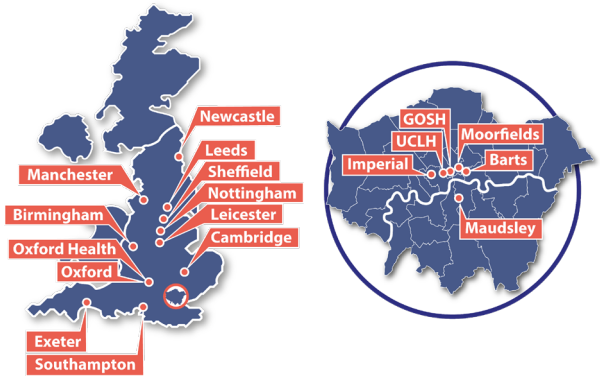


The NIHR BioResource comprises three arms:

1. Common diseases, such as Inflammatory Bowel Diseases (IBD), Immune Mediated Inflammatory Diseases (IMID), Non-Alcoholic Fatty Liver Diseases (NAFLD), Mental Health and COVID-19.
2. General population, including:
   - Children under 16 into D-CYPHR, the DNA, Children and Young People's Health Resource
   - Volunteers from Black backgrounds to the Improving Black Health Outcomes (IBHO) BioResource
3. Blood donors recruited in partnership with NHS Blood and Transplant (NHSBT) Rare Disease patients and their relatives, including our Long Read Sequencing Project, initially focusing on Rare Disease patients, and will also include participants from the Eating Disorders Genetics Initiative (EDGI) UK and the Genes & Cognition Study.

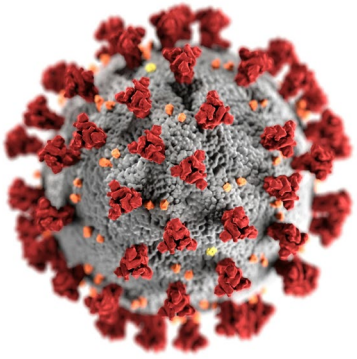
Common Diseases and general population volunteers are recruited into the BioResource's Research Tissue Bank, however Rare Disease participants are recruited to the NIHR BioResource – Rare Diseases, which is a portfolio study.

The NIHR BioResource has 28 regional centres that receive funding to facilitate volunteer recruitment alongside multiple NHS Trusts and sites. Currently, we are only actively recruiting into D-CYPHR and the IBHO BioResource, with a few centres recruiting patients for specific studies, in areas such as Mental Health, IMID and Rare Diseases. We continue to support Stage 2 studies across all cohorts.



The unique feature of the NIHR BioResource is its ability to recall these participants and invite them to further studies. The genotypic, phenotypic and clinical data will be accessible for cohort identification to facilitate Stage 2 (recall studies). Researchers from the UK and overseas may apply to access data, samples, or for NIHR BioResource to facilitate an active Stage 2, for example, recalling volunteers with a specific genotype to take blood samples to look at platelet activation. NIHR BioResource has facilitated over 400 Stage 2 studies for research into common and rare diseases, encompassing wide-ranging processes, for example, measurements such as Full Blood Counts, body fat compositions, facilitating studies within NHS facilities where skin biopsies were taken, and using technology for patient questionnaires, cognitive and memory tasks.

The NIHR BioResource aspires to facilitate important scientific research, in collaboration with the thousands of participants that have joined, the NHS Trusts and NHSBT sites, and the researchers that are actively using BioResource to identify specific cohorts in a bid to drive discoveries in healthcare and advance the field.



Check out our recent article about how BioResource volunteer data has contributed to the latest insights into severe COVID and its impacts on the brain, in a major new study that was published in the scientific journal *Nature Medicine*.

Department of Haematology

The Department of Haematology is located at the Cambridge Biomedical Campus and the Wellcome Trust Genome Campus. It has laboratories in the Cambridge Institute for Medical Research, The Clifford Allbutt Building, the NHS National Blood and Transplant Blood Centre and the Wellcome Sanger Institute.

The Jeffrey Cheah Biomedical Centre (JCBC) is a £94M state of the art research building on the Cambridge Biomedical Campus which opened in 2019. It brings together the groups working on haematopoiesis and malignancies within the Cambridge Stem Cell Institute to form a fully integrated, vibrant and cohesive stem cell community.

The department has four main goals:

- To conduct internationally competitive biomedical research.
- To provide education in medical aspects of haematology to undergraduate scientists and medical students.
- To provide postgraduate education, largely through the provision of PhD students.
- To contribute to the clinical activities of the Addenbrooke's Department of Haematology.



Our research

Research in the department falls into three main areas with major relevance for human disease. The Haematopoiesis and Haematological Malignancies Group, based in JCBC and the Cambridge Institute for Medical Research (CIMR), the Structural Medicine and Thrombosis Group, based in CIMR and the Transfusion Medicine Group based in the NHS Blood and Transplant Blood Centre and JCBC.

Haematopoiesis and haematological malignancies. Haematopoiesis represent the best characterised adult stem cell system and continues to provide important paradigms for understanding other stem cells as well as cancer biology. The focus of this group continues to be the biology of blood stem and progenitor cells, and the mechanisms whereby such cells are subverted to form haematological malignancies.

Structural medicine and thrombosis. Structural biology gives an unparalleled insight into the molecular details of biological mechanisms, an insight that has the potential to lead to rationally designed therapies. Research focuses on the molecular mechanisms controlling blood coagulation and on protein crystallography.

Transfusion medicine. Research focuses on the haematopoietic stem cell niche, biology and genomics of megakaryocytes and platelets production from human pluripotent stem cells.



School of Clinical Medicine



Regius | Professor Patrick Maxwell

Welcome to Cambridge

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,

Patrick Maxwell.

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 and probation
Appointments will be made on a fixed-term basis to 31st March 2028, in the first instance. 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 25 hours per week, Monday-Friday.

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

Annual leave
Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

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

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

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

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

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/ disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – "to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence" – has never been more relevant.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

"Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,

Vice Chancellor 2023



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

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.

Informal enquiries are welcomed and should be directed to:

Katie Mills – Research Delivery Manager
Email: Katie.Mills@bioresource.nihr.ac.uk

If you have any queries regarding the application process, please contact: **Chloe Caley-Light, Senior Business Administrator, Chloe.Caley-Light@bioresource.nihr.ac.uk.**

The closing date for applications is: 19th November 2026

The interview date for the role is: TBC

