UNIVERSITY OF CAMBRIDGE

Office Administrator

Centre for Human Inspired Artificial Intelligence (CHIA),
Cambridge Institute for Technology and Humanity

Closing Date: Sunday 29 November 2026
Job Reference: GO51613









Race Equality Charter Bronze Award

We are a Living Wage Employer

disability confident COMMITTED

Athena SWAN Silver Award

Office Administrator

Salary:
£31,861-£36,320 (pro rata)

Contract:
Fixed Term for 12 months due to limited funding

Location:
Cambridge

Faculty / Department:
Centre for Human Inspired Artificial Intelligence (CHIA), Cambridge Institute for Technology and Humanity

Working Pattern:
Part Time (0.8FTE)

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

Purpose of the role

The Office Administrator will co-ordinate and oversee the administrative operations within the Centre for Human-Inspired Artificial Intelligence (CHIA). The role holder will undertake a range of tasks, including co-ordinating new starter and visitor processes, organising conferences and events, managing procurement, allocating office space, and responding to enquiries from the teaching team and researchers. The role holder will also provide support to the Centre Coordinator with ad hoc administrative projects as required.

Key duties and responsibilities:

The key duties and responsibilities for this role are:

- Develop and maintain office procedures, reviewing processes and implementing systems to ensure the effective administration of the Centre. Maintain records and website/intranet content, co-ordinate the use of facilities and equipment, oversee and arrange repairs, and report any health and safety issues.

- Oversee financial administration duties and provide support to the Finance and Grants Coordinators, monitoring resources and expenditure against budgets. Obtain quotes and the necessary paperwork from suppliers, and raise purchase orders (POs) in accordance with financial regulations. Liaise with the Finance Coordinator to ensure that departmental accounts are kept up to date. Support researchers with the procurement process, including drafting Service Level Agreements (SLAs) and liaising with suppliers, the University Tax Team and other stakeholders involved in the procurement process.

- Organise events, seminars, workshops, conferences, training sessions and meetings for CHIA. Provide a comprehensive service, advising on venues, refreshments, room layouts and IT support. Arrange catering for events, such as the ‘CHIA Brew’, in accordance with the University’s procurement rules. Manage travel itineraries and accommodation for invited speakers, using the Key Travel online portal.

Key responsibilities continued

- Co-ordinate the visitors and fellows process, taking full ownership from start to finish. This includes preparing paperwork, managing workflows and monitoring the visitor registration process. Liaise with visitors and relevant University departments, ensuring that all information provided is accurate and in line with University policy.

- Provide support to the Centre Coordinator with a range of HR-related issues and processes. These include maintaining holiday and sickness records, supporting selection and interviewing activities, assisting with the onboarding and leaver processes, and carrying out Right to Work and visa checks for new starters. The role holder is expected to have an understanding of University policies and employment legislation.

- Provide administrative support for researchers and PIs within the centre as required, such as responding to enquiries, coordinating project outputs, supporting with data management, assisting with planning

- Support with internal communications and staff notices, managing mailing lists

- Liaise with staff within the Centre and across the University, communicating and sharing information to ensure effective co-ordination. Monitor the enquiries mailbox and respond to queries, explaining procedures to staff and visitors as required. Provide cover for the Administrative Assistant during periods of absence, including annual leave and sick leave.

- Assist with administrative projects within CHIA. This may include gathering and manipulating data on various aspects of the Centre as required, and collating, analysing and reporting on data as necessary.



Person Specification

Criteria	Essential	Desirable
Education		
Educated to HND/HNC level, level 4/5 vocational qualification or equivalent level of practical experience	✓	
Specialist Knowledge and Skills		
Experienced user of Microsoft Office and standard software packages e.g. Word, Excel, Access and Outlook	✓	
Strong accuracy and attention to detail	✓	
Excellent organisational and planning skills, with a proactive and flexible approach to work	✓	
Ability to prioritise own work	✓	
Excellent communication skills, with the ability to communicate with a wide range of stakeholders	✓	
Demonstrate factual & theoretical knowledge of Administration		✓
Relevant Experience		
Experience of working in an administrative role	✓	
Experience of working within higher education in a related area or previous experience within the University of Cambridge	✓	
Demonstrate knowledge of University policy and employment legislation		✓
Experience of financial management in an academic or an industrial context	✓	
Experience of HR related administration and processes	✓	
Additional Requirements		
Trustworthiness and discretion in dealing with confidential and sensitive personal data/information	✓	
Flexible, proactive approach	✓	
Ability to develop positive relationships at all levels	✓	

Centre for Human-Inspired Artificial Intelligence (CHIA)



The Centre for Human-inspired Artificial Intelligence (CHIA) is a new centre within the Institute of Technology and Humanity (ITH). The founding principle of CHIA is to advance Artificial Intelligence (AI) for the benefit of humanity. The Centre brings together an interdisciplinary community of researchers to investigate the innovative ways in which human and machine intelligence can be combined to yield AI which is capable of contributing to social and global progress. CHIA pushes the frontiers of knowledge in this Interdisciplinary approach to AI and plays a leading role in educating the next generation of AI scientists in the area. Designed to deliver both academic and real-world impact, the Centre seeks to partner with academic, industrial, and other organisations that share interest in Human-inspired AI. More information is available at www.chia.cam.ac.uk.

The Cambridge Institute for Technology and Humanity

The Institute is home to three University Research Centres: The Centre for the Study of Existential Risk (CSER), the Leverhulme Centre for the Future of Intelligence (CFI) and the Centre for Human-inspired AI (CHIA). By integrating cross-centre strengths, facilitating synergies, and catalysing new collaborations, the Institute combines the arts, humanities and social sciences alongside the natural, health and technical sciences in order to address the great issues of our time.

More information is available at: www.ith.cam.ac.uk.

The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students. The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

Terms of Appointment

Tenure and probation
Appointments will be made on a fixed-term basis for a period of 12 months due to limited funding. 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 0.8 FTE, working 29.2 hours per week, over four days.

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.

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.

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 School's HR Team on sahhr@admin.cam.ac.uk, who are 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 about the role are welcomed and should be directed to Abby Scott at admin@chia.cam.ac.uk.

For questions on the application process, please contact the School's HR Team at sahhr@admin.cam.ac.uk.

The closing date for applications is midnight (GMT) on **Sunday 29 November 2026.** Interviews are planned to take place on Monday 14 December 2026, subject to change.

