UNIVERSITY OF CAMBRIDGE

Phab Research Administrator

Department of Psychiatry

Closing date: 6th December 2026
Job Reference: RN51724









Race Equality Charter Bronze Award

We are a Living Wage Employer

disability confident COMMITTED

Athena SWAN Silver Award

Phab Research Administrator

Salary:
£27,865-31,681 per annum pro rata

Contract:
Fixed Term to 31st August 2027 with possibility of extension

Location:
Herschel Smith Building,
Cambridge Biomedical Campus

Faculty / Department:
Department of Psychiatry

Responsible to:
Dr Eolene Boyd

Working Pattern:
0.60FTE, 21.9 hours per week, flexible Monday to Friday



Purpose of the role

We are seeking a PHAB Research Administrator to provide research and administrative support to the Public and Mental Health, Ageing, and the Brain (PHAB) Group in order to ensure the smooth and efficient running of research and related activities.

The postholder plays a central role in supporting the operational and research activities of the Public and Mental Health, Ageing, and the Brain (PHAB) Group. This includes providing comprehensive administrative and secretarial support to staff and students, coordinating meetings, placements, and recruitment processes, and maintaining accurate records of equipment, workspace allocation, and research documentation. The role also involves financial administration, website and database maintenance, and logistical support for events such as monthly PHAB meetings. Furthermore, the post-holder will liaise with researchers and other staff involved in in the East of England Applied Research Collaboration (ARC). By ensuring efficient coordination and documentation across multiple functions, the postholder contributes directly to the group's mission of advancing research in public mental health, including healthy ageing across the life course among diverse populations nationally and internationally.

Main Duties and Responsibilities

- Carry out administration/secretarial duties for PHAB staff and students. These include Maintenance of a rota for presentations at team meetings and collation of monthly project and staff updates; coordinate interviews for placement students, other visiting researchers, and work experience.
- Carry out financial duties such as accurately track and monitor expenditure, process expenses claims, raise invoices (e.g. travel and accommodation). Liaise with departmental finance office and ARC team to maintain uniformity of reporting and recording of the department's research activities
- Maintain and update electronic and paper records/ documents. Update and maintain website pages and databases.
- Provide support for the completion and submission of relevant research documentation (complete to Work Tribe grant costings, ethical approvals, study protocols etc.).

- Perform internet searches for scientific papers or other publications. Create initial drafts of ppt slides for presentations. Place orders on behalf of others, submit and arrange payment associated with manuscript publication, assist with the preparation and submission of research governance applications.

- Organise meetings/conferences/events, particularly coordinate PHAB and two annual ARC East of England events. Book rooms, prepare and circulate agendas and paperwork, invite speakers, organise travel, accommodation, catering and expense claims, write letters of invitation in support of visa applications, develop and maintain a database of conference delegates. This may require travel locally or to nearby locations - the department is currently located on 3 sites within Cambridge, some PHAB events occur at University Colleges, and some events occur in Peterborough or London

- Co-ordinate the maintenance of the log of group laptops and devices (ipad, voice recorders, pay as you go mobile phones) and which groups / projects are currently using them.
  Assist with the updating of standard operating procedures.

- Undertake administration in support of recruitment activity such as receive and collate applications, arrange interviews and panel members and make arrangements for the interview day. Welcome and host visitors, co-ordinate new starter process for all staff.

Person Specification

Criteria	Essential	Desirable
Experience		
Experience working in an administrative / secretarial role.	✓	
Some experience of providing an administrative service to a senior manager.		✓
Experience of working in a Higher Education, research or NHS environment an advantage		✓
Skills		
Excellent communication and interpersonal skills.	✓	
Excellent attention to details and organisational skills.	✓	
Demonstrate knowledge of facts, principles, processes and general concepts related to Research Administration.	✓	
Highly competent in Microsoft Office packages and other standard software.	✓	
Willingness to acquire skills necessary to update departmental website and Share Point sites		✓
Ability to learn university bespoke IT systems - for example online purchasing system, grant costing tool, Research fish and others as required		✓
Literate and numerate		✓
Flexibility in approach		✓
Qualifications		
Educated to A Level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes

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

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

Professional Services Values

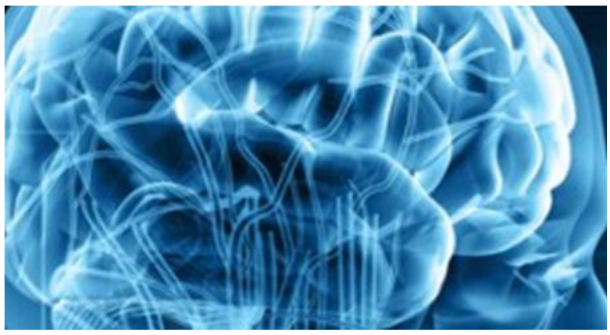
Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an 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.



Department of Psychiatry

The Department of Psychiatry promotes the mission of the University of Cambridge to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our particular focus is on the determinants of mental health conditions, their treatments and the promotion of mental health through innovative translational research. The Department has wide ranging collaborations within Cambridge Neuroscience, the broader University and beyond into the international scientific and policy communities. We also enjoy strong links with industry, social care and the voluntary sector and the NHS, particularly with the Cambridgeshire & Peterborough Foundation Trust to which many of our staff contribute clinical services.

We are an internationally leading centre for research, teaching and clinical practice in psychiatry. The Department's senior staff support several research groups, covering various aspects of mental health and disorder throughout the life course.



The Department of Psychiatry has been rated one of the UK's nationally leading research groups in the three most recent Research Assessment Exercises, and it plays a leading role in the internationally excellent Cambridge Neuroscience community of researchers in neuroscience and mental health.

The department maintains close working relationships with two NHS trusts, the Cambridgeshire and Peterborough Foundation NHS Trust and the Cambridge University Hospitals NHS Trust and also enjoys extensive interactions and on-going collaborative projects with other university departments and has much national, international and industrial collaboration.

The department is committed to reducing its environmental impact and save energy and natural resources. As a department, all staff are encouraged to go about their duties in a resource-efficient way and minimise impacts to the environment wherever possible to support the work of the department's Climate Group.

For more information on University of Cambridge procurement, sustainability, biodiversity and environmental areas of action please visit https://www.environment.admin.cam.ac.uk/

Our Research

The overall research objective of the Department is to combine a detailed neuroscientific understanding of the brain mechanisms for cognition and symptoms with a broad awareness of genetic and phenotypic variability in the population over the course of the life-cycle. In short, we aim to do population neuroscience.

Some key research themes of interest to the Department include:

- Autism Research
- Cognitive neuropsychology & neuropsychiatry
- Depression, mania & related affective disorders
- Old Age Psychiatry
- Schizophrenia & psychosis
- Social psychiatry & psychiatric epidemiology
- Developmental neuropsychiatry
- Intellectual and developmental disabilities
- Adult attention-deficit/hyperactivity disorder
- Normal ageing, Alzheimer's disease & other neurodegenerative disorders
- Mental health services research
- Drug addiction research



Professor Tamsin Ford, Head of Department

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
The appointment will be made on a fixed term contract basis, with an initial contract running to 31st August 2027. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern
The appointment is part-time, 21.9 hour per week role, with some flexibility on working days Monday to 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: https://www.pensions.admin.cam.ac.uk/

Annual leave
Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take 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. (**Please see relevant guidance before inclusion:** https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action)

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

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

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator.

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.

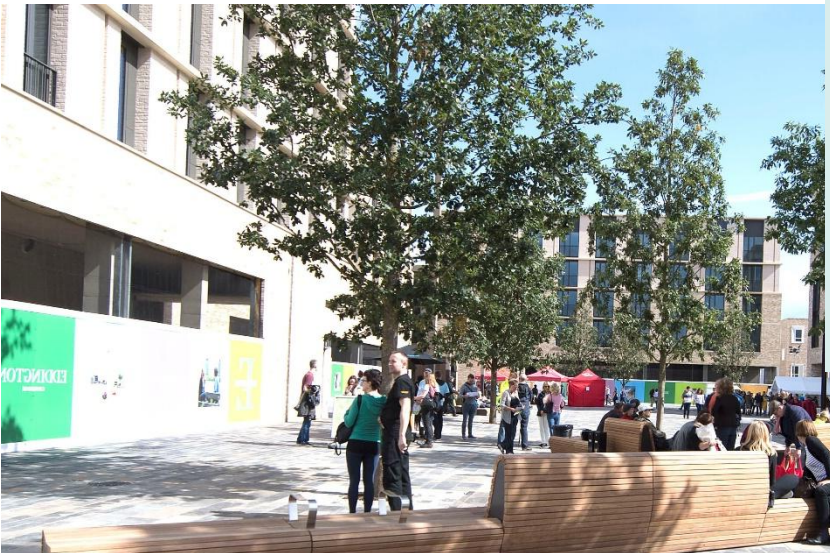
If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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:

Dr Eolene Boyd, Assistant Research Professor, Department of Psychiatry
Email: mailto:emb43@medschl.cam.ac.uk

If you have any queries regarding the application process please contact Simon Gurry, HR Coordinator via email mailto:hradminpsychiatry@medschl.cam.ac.uk

The closing date for applications is: 6th December 2026, Interviews to be confirmed.

