UNIVERSITY OF CAMBRIDGE

PhD Administrator – part-time

Department of Public Health & Primary Care

Closing Date: 06 December 2026
Job Reference: RH51766









Race Equality Charter Bronze Award

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Athena SWAN Silver Award

PhD Administrator

Salary: £27,865 - £31,861 (pro rata)

Grade: 4

Staff Category: Assistant

Contract: Fixed Term for 1 year from commencement in post

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

Department:
Public Health & Primary Care

Responsible to:
Stephen Clarke, Deputy Business and Operations Manager

Working Pattern:
Part Time: 29.2 hours per week (80% FTE) – working days to be agreed.

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 role holder will perform administrative duties to ensure the efficient organisation and smooth running of the Department of Public Health and Primary Care's Postgraduate Teaching Programme.

They will mainly provide support for the PhD programme but will also assist, when required, with administration for the MPhil in Population Health Sciences (there are currently approximately 60 PhD students in the department, and we receive approximately 200 applications per year).

They will be responsible for managing the applications process for the PhD programmes (and providing day-to-day support to the Postgraduate Director of Education (Research). They will also be a point of contact for PhD students in the department.

Key Responsibilities –

Applications Process (PhD programme) (60%)

- Act as the first contact for queries from graduate applicants, students and/or academic staff regarding graduate applications.
- Advise, guide and support prospective graduate students and academic staff throughout the preliminary and official graduate application process
- Coordinate the admissions process using the CAMSIS and PANEL IT Systems (University of Cambridge applicant databases). Assign applications to relevant members of the admissions committee. Arrange candidate interviews, manage acceptances, referrals, deferrals, withdrawals and rejections. Generate reports relating to the progress of the applications and use Moodle to distribute information.
- Liaise with the Director of Postgraduate Education (Research) and prospective Supervisors regarding graduate applications requiring an academic case. Responsible for organising the supporting documents for academic cases to be submitted to the Degree Committee for consideration.
- Obtain and submit research project statements from Academic staff for the Academic Technology Approval Scheme (ATAS), an essential requirement for overseas students who need to apply for a visa to enter the UK.
- Ensure the New Admissions database is kept up to date. Generate reports from the database as required.
- Co-ordinate and administer the yearly University Graduate Funding Competitions (Gates, Cambridge Trust, MRC etc) to ensure that the Admissions Committee and Director of Postgraduate Education (research) has appropriate paperwork to rank applicants for these University scholarships. Be responsible for submitting the Department's final decision documents on the appropriate websites.
- Arrange for relevant departmental letters to be issued e.g. studentship offers and welcome letters.
- Maintain and update the Department's Graduate Admissions information in the official University Graduate Prospectus and national graduate publications. Liaise with Department members to update the Graduate Admissions pages on the departmental website.
- Liaise with all parties concerned regarding the start of term induction programme. Advertise to new students. Book students' places on the compulsory induction courses. Prepare and circulate welcome information to all PhD students at beginning of academic year. Arrange welcome meeting to introduce them to the Director of Postgraduate Education (Research) and department mentors.

Graduate Support for PhD students (30%)

- Act as the first point of call for queries from current PhD students and academic staff regarding graduate students. Provide or find out information where possible or, if circumstances dictate, be able to refer accordingly.
- Monitor termly Cambridge Graduate Supervision Reports from CamSIS and advise supervisors and Degree Committee of any resultant action required. Chase Academic staff for missing supervision reports.
- Check CamSIS worklist on a daily basis. Take action accordingly – checking with the Deputy Business and Operations Manager, as required.

Key Responsibilities continued –

- Update records with PhD submissions and keep track of submission progress and completion. Communicate with relevant parties regarding any potential problems or late submissions.
- Update the departmental database with information relating to students' degree course history.
- Organise the submission of First Year PhD Probationary reports in Michaelmas, Lent and Easter terms. Liaise with students, Academic staff and Degree Committee Office relating to dates and arrangements for submission. Check each student has completed report (and received a copy) and ensure students have met the submission requirements, the training requirements, that two Assessors have been appointed and that a viva date has been set. Forward details of Assessors to the Degree Committee office. Receive Examiners' reports. Download PhD registration reports from CamSIS. Upload details of examination and outcome onto departmental database and file in students' records. Where Assessors alert a problem, take necessary action.
- Complete and update JeS information on website for new and continuing PhD students.
- Provide confirmation of student status and reference letters, as requested for student loan companies, rental agreements, visa applications, etc.
- Organise annual two-day PhD thesis presentation seminar for 1st, 2nd and 3rd year students – preparation of programme, liaising with supervisors and students, arranging catering and follow up afterwards.

MPhil Programme Administration (2.5%)

As required, the post holder might be asked to assist with course administration and support for the MPhil programme in Population Health Sciences.

Meetings and Committees (7.5%)

- Work with the Deputy Business and Operations Manager to coordinate the termly meetings for the Department's Management Committee; organizing rooms, circulating the dates to the members, drafting the agenda for the Chairman's approval prior to sending out the paperwork; take and circulate the minutes.
- Prepare ad-hoc reports on aspects of teaching in the department such as numbers of students, how funded, future aspirations, etc.
- Plan and book catering for all other meetings during the year.

Person Specification

Criteria	Essential	Desirable
Education		
Educated to GCSE level or equivalent with a minimum grade C or Level 4 in Maths and English	✓	
Specialist Knowledge & Skills		
Strong administrative skills and excellent organisational skills	✓	
Good time management and ability to prioritise a diverse and changing workload	✓	
Competent user of standard software packages such as Microsoft Office, Outlook, Excel and Word	✓	
Ability to work accurately to deadlines	✓	
Interpersonal & Communication Skills		
Strong organisation and time management skills	✓	
Excellent verbal and written communication skills	✓	
An ability to communicate clearly and effectively at all levels with a wide variety of people, inside and outside of the University while maintaining tact, diplomacy and confidentiality	✓	
Ability to maintain high levels of tact, patience and confidentiality	✓	
Ability to work within and contribute to a team as well as work independently	✓	
Strong customer facing skills	✓	
Relevant Experience		
Ability to problem solve and decision-making skills	✓	
Ability to prioritise own workload and deal with changing priorities	✓	
Experience of working on own initiative planning and organising own work and taking responsibility for the outcome of your work.	✓	
Experience of working in an office environment	✓	
Experience of University systems and student databases such as CamSIS		✓
Additional Requirements		
Ability to ensure accuracy and a high level of attention to detail in all areas of work	✓	
Willing to learn, follow instructions and take responsibility for own development	✓	

Behavioural Attributes

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

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

Attribute	Level	Description
Valuing Diversity	**A**	Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.
Achieving Results	**D**	Gathers information to understand problems and issues, making recommendations and/or taking action as appropriate. Manages own workload effectively.
Communication	**C**	Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.
Innovation & Change	**D**	Understands the need for change, demonstrates flexibility and is willing to try new approaches.
Negotiating & Influencing	**D**	Persuades and influences colleagues through involvement and consultation.
People Development	**D**	Takes ownership of own performance and development. Assists and supports the development of others.
Relationship Building	**C**	Maintains working relationships with existing partners. Works effectively within a team or work group as appropriate.
Strategic Focus	**D**	Demonstrates awareness of the University's direction; understands and supports its mission.

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Department of Public Health & Primary Care

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

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

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

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

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

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

I hope that you will consider joining our Department.



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

School of Clinical Medicine

Welcome to Cambridge



Regius | Professor Patrick Maxwell

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

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

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

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

Yours sincerely,

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 & Probation
Appointments will be made on a fixed-term basis. Your employment relies on the availability of finite funds for a specific purpose that are not part of the university's general revenues. Funding is currently available for 1-year from commencement in post.
Appointments will be subject to satisfactory completion of a 6 month probationary period.

Hours of Work & Working Pattern
The hours of work for the position are 29.2 hours (80% FTE) per week, working days to be agreed.

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.

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

General Information

Pre-employment checks

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

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

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

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

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at: Accessibility and disability services | University of Cambridge

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

If you prefer to discuss any special arrangements connected with a disability, please contact the Business & Operations Manager phpc.hr@medschl.cam.ac.uk who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via: cshrstaffhub@admin.cam.ac.uk

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

The University

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

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

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

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



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

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

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

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



About Us

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

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

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

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

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

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

Professor Deborah Prentice,

Vice Chancellor 2023



Working at the University

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

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

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

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/RelocationService/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: https://www.accommodation.cam.ac.uk/





What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group (https://www.nvs.admin.cam.ac.uk/) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.



Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Please ensure that you outline how you match the criteria for the post and why you are applying for this role on the online application form.

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

Informal enquiries any queries regarding the application process are welcomed and should be directed to: Stephen Clarke, Deputy Business and Operations Manager via email phpc.hr@medschl.cam.ac.uk

The closing date for applications is: 06 December 2026 at midnight

The interview date for the role is to be confirmed

