

Job title	Project Administrator
Grade	4
Salary range	£21,391 - £24,775 (but pro rata for 0.25 FTE)
Staff Group	Assistant Staff
Department / Institution	Department of Sociology

## Role-specific information

### Role Summary

To provide support for a major new European Research Council (ERC) supported research initiative on 'Privatisation and Mortality in Post-Communism: A Multi-Level Indirect Demographic Analysis.' The post will be based in the Department of Sociology, University of Cambridge under the leadership of the Principal Investigator, Professor Larry King. Role holder will be responsible for the day-to-day administrative management of the research project in line with ERC and University regulations. You will provide administrative support for the researchers, who will be liaising with international colleagues.

### Key Responsibilities

Financial administration	<b>55 %</b>
<ul style="list-style-type: none"> <li>Act as a liaison between the University's Research Office and the European Research Council on the project's financial aspects</li> <li>Develop knowledge of ERC financial regulations and ensure they are being adhered to</li> <li>Liaise with the Department of Social Sciences Finance Officer in relation to invoices and payments</li> <li>Monitor budgets</li> <li>Prepare financial reports using the University's finance system</li> <li>Assist P.I. with preparation of final report</li> </ul>	
General administration	<b>35 %</b>
<ul style="list-style-type: none"> <li>Develop administrative procedures to ensure smooth running of project in line with ERC regulations</li> <li>Ensure timely completion and collation of time-sheets</li> <li>Update project website</li> <li>Provide editorial assistance</li> </ul>	

<ul style="list-style-type: none"> <li>To perform any other duties reasonably requested to support the research team</li> </ul>	
Event organisation	<b>10 %</b>
<ul style="list-style-type: none"> <li>Organise project research meetings</li> <li>Organise end of project conference</li> <li>Assist with travel arrangements</li> </ul>	

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	Educated to Degree level standard or equivalent Maths and English GCSE
<b>Specialist knowledge &amp; skills</b>	Ability to use Microsoft Office (Word, Excel, PowerPoint, Access)
<b>Interpersonal &amp; communication skills</b>	Good communication and telephone skills Ability to communicate at all levels, verbally and in writing
<b>Relevant experience</b>	Experience (at least 2 years preferably) in an administrative role
<b>Additional requirements</b>	Ability to manage own time efficiently and independently Good organisation skills Good numeracy skills High levels of accuracy and ability to pay attention to detail Experience of managing research grants would be advantageous

## Terms and Conditions

<b>Location</b>	Free School Lane, Cambridge, CB2 3RQ.
<b>Working pattern</b>	Part time (0.25 FTE)
<b>Hours of work</b>	Your normal hours of work are 9 hours per week. Your times of work will be notified to you by your institution.
<b>Length of appointment</b>	Until 31 August 2017
<b>Probation period</b>	6 months
<b>Annual leave</b>	Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff OR For established academic and academic-related staff, the University operates a retirement age which is at the end of the academical year in which the University officer reaches the age of 67.

## Screening Check Requirements

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. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Application Process

Applications should be sent to Mr Alistair Cameron ([applications@sociology.cam.ac.uk](mailto:applications@sociology.cam.ac.uk)), Department of Sociology, University of Cambridge, Free School Lane, Cambridge, CB2 3RQ to reach him by noon (UK time) on Monday 20 April 2015.

Applications should include a personal statement, a curriculum vitae and a signed and completed copy of Parts 1 and 3 of the CHRIS/5 form which may be downloaded from <http://www.hr.admin.cam.ac.uk/forms/chris5-application-employment>. Applicants should also arrange for two referees to send references directly to Mr Cameron on their behalf by the same date, enclosing a completed data protection form: [http://www.sociology.cam.ac.uk/furtherparticulars/data\\_protection\\_act\\_form.pdf](http://www.sociology.cam.ac.uk/furtherparticulars/data_protection_act_form.pdf)

**Please quote reference: JM05816.**

## General Information

### The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

### The Department of Sociology

The Department of Sociology is part of a joint undergraduate degree programme in Human, Social and Political Sciences (HSPS). The first year is designed to be multidisciplinary, with students taking four papers, including a sociology paper on modern societies. In the second year, Sociology students take courses that give them a solid grounding in the theory and methods of Sociology, as well as a course on global social change. The third year offers a broad range of courses including advanced social theory; media and culture; gender; race and ethnicity; war and revolution; modern capitalism; health and medicine; education; and criminology. Third-year teaching is research-led. Sociology can be studied by itself or in combination with Politics or Social Anthropology. The Department has a vibrant MPhil and PhD programme, with an MPhil in Modern Societies and Global Transformations (annual intake between 20 and 25 students). There are currently about 80 students working on PhDs on a diverse range of topics in sociology.

Cambridge sociology exists within a multidisciplinary context and maintains a distinctive profile as a centre of excellence for outstanding work in social theory and empirical sociological research. Further information about both the Department and the Faculty, including details of its research and teaching programmes, can be found at [www.sociology.cam.ac.uk](http://www.sociology.cam.ac.uk) and [www.hsps.cam.ac.uk](http://www.hsps.cam.ac.uk)

### What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service

(<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

## Information if you have a Disability

The University welcomes applications from individuals with disabilities and 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, Mr Alistair Cameron, who is responsible for recruitment to this position, by email on [applications@sociology.cam.ac.uk](mailto:applications@sociology.cam.ac.uk). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).