Background
The Computer Laboratory is the University’s department of Computer Science, housed on the University’s West Cambridge Site off Madingley Road.

We have an enthusiastic and motivated team providing support for teaching and research in Computer Science. There are about 500 students following a variety of programmes from the Computer Science Tripos to the PhD and about 100 members of staff including academic and academic-related staff, assistant staff and unestablished research workers.

Vacancy – Office Administrator and PA to the Head of Department (Principal Clerk)

The job holder is the manager of a team of administration assistants (one part-time Senior Administration Assistant and 3 Administration Assistants (one full-time and two part-time)) ensuring the provision of an administrative service to support the activities of the Department. In addition to this, the role holder acts as Personal Assistant to the Head of Department.

The role includes the following key responsibilities:

- To manage a team of Administration Assistants in the provision of a reception, clerical and HR service for the Faculty.
- To support and deputise for the Departmental Administrator to ensure the successful operation of the Faculty, including HR and Faculty Board matters.
- To act as Personal Assistant to the Head of the Computer Laboratory (HoD), supporting him or her in the role, providing a confidential service.
- To support and deputise for the Departmental Administrator in the management of events/projects in the Faculty such as memorials, tributes, anniversary events and fundraising projects.
- To support the Deputy Heads of Department in the execution of their roles.

The Head of Department may also from time to time require the role holder to perform other duties appropriate to the grade of the post.
### Main Responsibilities

<table>
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<tr>
<th>Key duties and responsibilities</th>
<th>1 Management and supervision of a team of administrative staff</th>
<th>2 HR Administration</th>
<th>3 Departmental Administrator related duties</th>
<th>4 Personal Assistant to the Head of Department (HoD)</th>
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| 1 Management and supervision of a team of administrative staff | • Responsible for the day to day management of a team of clerical/administrative staff.  
  • Motivate the team and ensure they are working well as part of that team.  
  • Ensure the even distribution of tasks.  
  • Monitor the team’s workload, ensuring agreed policies and procedures are followed and the quality of the reception/clerical service for the Department is maintained.  
  • Agree annual leave for the team and maintain appropriate records.  
  • Assist the Departmental Administrator in the recruitment of the team, consulting appropriate members of the HR Division as necessary.  
  • Undertake the annual appraisal and probations procedure for the team and other assistant staff as required.  
  • Identify on-going training and development requirements through informal and formal processes to determine individuals’ needs.  
  • Pass on information to the team to ensure they are informed of any changes/policies that affect their work. | 2 Manage the recruitment of contract research workers; monitor the senior administrative assistant’s workload, approve adverts through the Recruitment Admin System (RAS), monitor recruitment and visa arrangements for staff and ensure the full recruitment process is undertaken and complete for each new/filled post.  
  • Consult with HR Division as necessary.  
  • Assist the Departmental Administrator in the recruitment and appointment of the Faculty’s assistant staff; interviewing and reaching joint decisions on staff selection.  
  • Receive and act upon CHRIS Burst Reports.  
  • Assist the Departmental Administrator with the administration of the annual contribution increments and in the recording and reporting of associated procedures. Liaise with the Head of Department, the School of Technology and HR Division.  
  • Organise temporary staff as required, coordinate with the appropriate line manager for those staff and keep updated on requirements. Authorise invoices for temporary staff. | 3 Deputise for the Secretary of Departmental Committees, e.g. Appointments Committee, Personal Promotions Committee, Faculty of Computer Science and Technology. Assist in the preparation and distribution of papers and liaising with senior staff and the Central Offices.  
  • Cover for the Departmental Administrator when required at School of Technology and University committees.  
  • Work with and cover for the Departmental Administrator’s other Faculty duties when required.  
  • Provide information about the Head of Department’s work to assist in the administration of the Department. | 4 Handle, prepare, distribute and store documents, correspondence, agendas, minutes etc. including many of a confidential nature.  
  • Provide the HoD with draft communications for signature or amendment.  
  • Receive documentation and prepare files for Boards and Committees, ensuring the relevant back papers and details of membership are included. Ensure the HoD follows up any actions after meetings.  
  • Make telephone calls on behalf of the HoD and communicate (written and orally) with senior people in other University Departments and external organisations such as the Royal Society and agree arrangements on his/her behalf.  
  • Communicate with external organisations and professional bodies where the HoD has a formal role in that organisation to make arrangements for his/her duties in that organisation.  
  • Collect information and draft HoD references/supporting statements for students/staff applying for grants, fellowships from organisations such as the Royal Society. |
Submit these statements through the appropriate electronic systems (e.g. eGap)
- Make travel arrangements and prepare itineraries and travel information. Prepare and follow up expense claims on behalf of the HoD.
- Organise the HoD’s on-line diary, schedule meetings, accept and arrange appointments, etc. and resolve clashes that regularly occur.
- Make formal preparation for visitors to the Department.
- Receive phone calls and post sent to the HoD and deal with/redirect as appropriate.
- Receive visitors and participate in meetings when required.
- Deal with any matters of a private nature, such as luncheon and dinner arrangements, social and professional engagements, etc.

5 Organisation of Extraordinary Faculty Events and Projects

- Working with the Departmental Administrator, undertake the following as required:
  - Advertise and create systems for informing the academic community and recording data (e.g. names and requirements) for events such as memorials, tributes, special anniversaries for fundraising.
  - Negotiate arrangements with guest lecturers/speakers from within the University of Cambridge, Colleges and from external organisations such as Microsoft Research Ltd, DEC, ARM. Deal with or redirect their queries to the Head of Department as appropriate.
  - Design, propose text and prepare publicity material and information for distribution at events.
  - In consultation with academic staff, decide the most appropriate suppliers to carry out projects and negotiate services (e.g. photographer for a publication, caterers for events).
  - Request administrative staff organise catering and facility arrangements and request the appropriate purchase orders.
  - Sign off invoices for services and goods supplied.
  - Following Financial Regulations and the University’s procurement processes, obtain quotes or dispensation from the process from the HoD and liaise with Finance Division where necessary.
  - Ensure recording and AV arrangements for events are handled by technical staff.
  - Meet external speakers for events and check final requirements.
  - Communicate with and prepare follow up correspondence for family members, speakers and Colleges.

6 Assist the Deputy Heads of Department and other Academic Staff

- Schedule meetings, accept and arrange appointments
- Give advice and information on Departmental matters
- Provide and receive information.

Person profile: Essential knowledge, skills and experience required for role

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<th>Education &amp; qualifications</th>
<th>• Education to ‘A’-level standard or several years equivalent administrative experience, with demonstrable high levels of literacy and numeracy.</th>
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| Specialist knowledge & skills | • Experience in the use of Microsoft Office 2010 or equivalent packages.  
• Secretarial experience and ability in shorthand or minute taking skills are desirable.  
• Must be capable of understanding the responsibilities and activities of the Head of Department and senior members of staff so that they can have complete trust in the job holder both to execute duties with exceptionally high reliability and to accept new requirements without explicit instruction. |
| Interpersonal & communication skills | • Supervisory ability and interpersonal skills, being able to deal with all manner of people and problems discreetly and tactfully.  
• Excellent organisational skills and attention to detail.  
• Ability to spot consequences and implications of actions of other members of the team, and to deal with problems as they arise. |
Relevant experience

- Ability to organise own time and work and the work of others.
- Substantial and demonstrable supervisory experience within an administrative environment is essential; relevant and sustained experience within an educational environment is highly desirable.

Salary and conditions of work

The post is Grade 7 for which the annual salary is on an incremental scale £27,854 to £36,298.

The hours for assistant staff on a full-time post are 36.5 hours per week.
The annual holiday entitlement is 36 working days including public holidays.

The Department has a firm commitment to staff development and members of staff are expected to attend courses given by the Computing Service and the Staff Development Office in order to expand and build on their skills and personal development.

Applications must be made on the application form CHRIS/5. This can be found at http://www.admin.cam.ac.uk/offices/hr/forms/chris5/ Please note that Part 2 is not required.

Please send your application, preferably by email, by Friday 28 June 2013 to personnel-admin@cl.cam.ac.uk

Postal address:
Personnel Administration
University of Cambridge
Computer Laboratory
William Gates Building
JJ Thomson Ave
Cambridge CB3 0FD

Interviews will be held on Tuesday 16 July 2013, with a view to making an appointment for 1 September 2013

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MAL
June 2013