

Job title	Personal Assistant
Grade	Grade 5
Salary range	£25,298 - £29,301
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

Role-specific information

Role Summary

To provide overall administrative and secretarial support to the Director of the Institute, so as to ensure the smooth running and day to day operation of the Director's office. The post has a wide range of responsibilities, including managing complex diary arrangements. The role holder acts as the interface between the Director of the Institute, the School, the University, the scientific community, and national and international institutions.

Key Responsibilities

1. P.A. to Director	Up to 60%
<ul style="list-style-type: none"> Organise, run and maintain the efficiency of the Director's office and provide secretarial support for the Director: receive incoming telephone calls and resolve matters if possible in a calm and professional manner, record messages, convey information, make telephone calls on behalf of the Director; undertake word processing of letters, reports etc., including material of a confidential nature. Manage the Director's diary and organise meetings and individual appointments as requested. Receive members of the University and external visitors. Remind the Director of meetings to attend and observe and note deadlines to be met and produce travel itineraries. Ensure the smooth running of the office when the Director is away. Responsible for opening, reading and acting on mail and e-mails received by the Director and the post-holder, prioritising action to be taken, reply without intervention when able, draft responses and organise papers for signature. Working with and to the Director in order to manage day to day work of the Institute. Draw Director's attention to matters requiring urgent action and prepare the groundwork ready for response; liaison with appropriate staff for action in the event of the Director's absence. 	
2. Administration	Up to 50%
<ul style="list-style-type: none"> Read agenda for meetings and ensure that all relevant documents and files are available, and if appropriate circulate information to members of staff. Maintain filing system, including confidential files, committee papers and records to enable easy 	

<p>access and retrieval of documents.</p> <ul style="list-style-type: none"> • Produce agenda for and take minutes at all relevant meetings as required. • Type scientific books, papers and articles for publication, type referee's comments on papers and grants. Carry out bibliographical searches as necessary and maintain the Institute's bibliography. Check printer's proofs. • Provide secretarial support for the Director in connection with his/her research and teaching duties. • Arrange domestic and foreign travel for the Director. • Assist in preparation of grant applications, in liaison with the Institute Administrator, Finance Manager and Cambridge Research Office. Ensure grant applications submitted by staff within the department are approved by the Director in time to meet deadlines. • Organise programmes for visitors to the Institute (including applicants for senior positions) arranging for them to visit departments, give seminars and meet relevant staff, hire lecture theatres, circulate programmes and arrange accommodation if necessary. • Organise scientific meetings and conferences, liaising with the conference centre over audio-visual requirements and catering and with speakers, sponsors and all staff in the Institute over the programme for the day and travel and accommodation arrangements. 	
<p>3. Accounts Support</p>	<p>Up to 5%</p>
<ul style="list-style-type: none"> • Maintain expenses records of Director's credit card transactions and ensure payment of Director's professional expenditures. Liaise with Finance Manager for financial issues related to the Director's reimbursements. • Prepare internal and external expense claims for payment. For external claims: compile list of expenditure, attaching receipts and send to host. For internal claims: complete expense claim form and attach receipts before passing to the accounts office. • Select and approve fund allocation on behalf of the Director. 	
<p>4. Supporting the Events Team</p>	<p>As required</p>
<ul style="list-style-type: none"> • Book accommodation for visitors/seminar speakers and liaise with visitors regarding their travel schedule and provide itinerary for their visit. Arrange additional meetings with visitor and SLCU staff when required. • Plan and organise seminars, scientific workshops and outreach events upon Director verbal input. Organise schedule, catering, posters, publicity and transport for external and internal events. • Manage guest administration and expense claim processing for conferences. • Provide administrative coordination during the Laboratory's outreach initiatives, including assisting during schools visits and other outreach events. 	
<p>5. SLCU website and intranet</p>	<p>As required</p>
<ul style="list-style-type: none"> • Maintain and update the SLCU website and intranet, determine content as appropriate. • Create and maintain on-line documents and forms. Edit and update as new needs arise. 	

6. SLCU Bulletin	As required
<ul style="list-style-type: none"> • Seek and collect information; select material of importance for publication. Search university and other websites for information. • Manage the Newsletter mailbox. • Determine content, write, format, edit, proof and publish the weekly departmental on-line bulletin. Include appropriate links to events of significance. 	
7. Others	As required
<ul style="list-style-type: none"> • Occasionally the Director or Institute Administrator might ask the role holder to undertake specific projects or tasks related to the role, or to perform other duties appropriate to the grade of the post. 	

Person Profile

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

Education & qualifications	<p>Educated to at least A-level standard or equivalent experience</p> <p>Desirable: Educated to degree level</p>
Specialist knowledge & skills	<p>Excellent organisation skills Ability to prioritise own workload Ability to use own initiative and judgement and to be pro-active Ability to work under pressure and meet deadlines Good time management and ability to prioritise a diverse and changing workload Flexibility Minute taking Excellent keyboard skills. Good working knowledge of Microsoft Office and email packages Familiar with complex web searches</p> <p>Desirable: Familiar with University administrative and online systems</p>
Interpersonal & communication skills	<p>Ability to communicate effectively and professionally at all levels with a high standard of verbal and written English The post holder must be able to build good working relationships with a range of individuals Service oriented attitude and discretion</p>
Relevant experience	<p>Extensive previous experience at Senior Secretary level supporting and influencing Director decisions and departmental policies</p> <p>Desirable: Experience of working on his/her own initiative in a University administration environment Personnel and general administration experience</p>
Additional requirements	<p>Must be willing to acquire new skills and perform unfamiliar tasks as appropriate to the role</p>

Terms and Conditions

Location	The Sainsbury Laboratory
Working pattern	Full-time
Hours of work	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your line manager.
Length of appointment	Fixed term: The funds for this post are available until 31 December 2021 in the first instance.
Limited funding	The funds for this post are available until 31 December 2021 in the first instance.
Probation period	6 months
Annual leave	Full-time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS). Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff.

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

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Sunday 30 April 2017. If you have any questions about this vacancy or the application process, please contact enquiries@slcu.cam.ac.uk

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 Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a research institute funded by the Gatsby Foundation. The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 10 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.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, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 (7)61115 or by email on Amy.Coussell@slcu.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.