

## FURTHER PARTICULARS

### ERC Project Administrator (0.5 FTE)

#### Department of Pure Mathematics and Mathematical Statistics

Applications are invited for a part-time project administrator (0.5 FTE) to support the management of the Department's European Research Council (ERC) grants which total in excess of £5 million. Responsibility for the financial management of the grants will be overseen by the Principal Investigators, the Finance and Research Administrator and the Departmental Secretary.

<b>Post</b>	ERC Project Administrator
<b>Location</b>	Department of Pure Mathematics and Mathematical Statistics, Wilberforce Road, Cambridge CB3 0WB
<b>Salary</b>	£21,843-£25,298 per annum (pro rata)
<b>Grade</b>	4
<b>Working pattern</b>	Part-time (0.5 FTE); working days to be negotiated
<b>Hours of work</b>	18.25 hours per week
<b>Limit of tenure</b>	2 years in the first instance
<b>Annual leave</b>	28 days plus Public Holidays (pro rata)
<b>Pension</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS)
<b>Closing date</b>	8 September 2017
<b>Interviews</b>	Interviews are expected to be held during the week beginning 18 September
<b>How to apply</b>	To apply online for this vacancy, please click on the 'Apply' button on the advert published on the University of Cambridge Job Opportunities page at: <a href="http://www.jobs.cam.ac.uk/job/14647">http://www.jobs.cam.ac.uk/job/14647</a> . 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. In the Suitability for the Role section please indicate how your skills and experience meet the selection criteria as described in the Further Particulars. The contact details of two professional referees should also be included, at least one of whom should be contactable if you are invited to attend an interview.

## 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

### Department of Pure Mathematics and Mathematical Statistics (DPMMS)

The Department of Pure Mathematics and Mathematical Statistics (DPMMS) is one of the two mathematics departments in Cambridge, the other being the Department of Applied Mathematics & Theoretical Physics. The Statistical Laboratory is a sub-department of DPMMS. Together with the Isaac Newton Institute, the two departments occupy the Centre for Mathematical Sciences (CMS). The CMS is a beautiful development west of the city centre and close to other Science Departments. The accommodation is of the highest quality and was designed by mathematicians and architects to facilitate the study of mathematics. It comprises offices, meeting rooms, seminar/lecture rooms, and common rooms, and is equipped with an excellent computer network. It may be viewed at <https://www.dpmms.cam.ac.uk/about/photos/>

DPMMS comprises at present about 40 tenured staff, more than 70 post-doctoral members of the Department and more than 90 PhD students. DPMMS and DAMTP gained excellent quality profiles in the 2014 Research Excellence Framework. See <http://www.ref.ac.uk>

The Faculty holds an Athena SWAN Bronze award for promoting women in Science, Technology, Engineering and Medicine and supports the aims of the Charter Scheme and the LMS Good Practice Scheme in seeking to advance women's careers in the mathematical sciences. New staff are mentored and all staff are offered advice on career and promotion opportunities. The research environment in DPMMS is very lively. Many regular seminar series meet weekly during term, and there is a steady stream of short-and long-term visitors from around the world.

## The Role Profile

The postholder will provide complete administrative support to the project team(s) in order to support the effective and efficient management of the project(s). S/he will be responsible for the administration required by the ERC (e.g. timesheets for all staff on the grant) as well as a wide variety of grant activities, for example assisting with recruitment and collaboration visits, maintaining websites, monitoring publications and organising conferences/workshops. The postholder will be expected to work closely with others in the Department's administration team as well as with the staff and students working on the grants.

The postholder will report to the Department's Finance and Research Administrator, who has extensive expertise in grant management, but will also liaise directly with the project Principal Investigator(s). Primarily, the postholder will support the delivery of the MAFRAN grant (Mathematical Frontiers in the Analysis of Many-particle Systems).

## Main duties and responsibilities

1	Undertake administrative duties in support of the project(s). Research and book project team members' travel arrangements as requested using University approved travel agent and travel insurance service, coordinate members' diaries, organise meetings, assist with setting up and maintaining project archive and other documentation.
2	Provide financial administration. Monitor income and expenditure information from University Finance System to check that accurate and appropriate budget coding is maintained, produce detailed statements of expenditure against budgets, liaise with appropriate staff.
3	Collate and present financial details for inclusion in interim and final reports to project funder/ sponsor in liaison with University Research Office and relevant finance office. Track payroll expenditure against Research Team Members timesheets, maintain files of receipts arising from project.
4	Maintain and update websites and databases. Maintain project documentation and records, publicise project activities and events and provide administration support for any such events and activities as required.
5	Undertake all HR related project tasks. Record and process sickness and holiday leave records in line with University HR requirements, recruitment administration for project staff, maintain individual timesheets for all project staff.
6	Act as main point of contact for general project queries. Liaise with internal and external individuals and organisations, including funding bodies, to ensure the smooth running of the project, deal with all day-to-day correspondence relating to the project.
7	Provide administrative / secretarial support to the Project Manager and project committees. Organise meetings and events, organise travel, accommodation, catering, prepare agendas and other papers and circulate, take minutes and follow up action.

## Knowledge, skills and experience required for the role

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working in an administrative/secretarial role.</li></ul>
<b>Specialist Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication &amp; interpersonal skills.</li><li>• Excellent organisation skills.</li><li>• Excellent IT skills to include familiarity with databases, spreadsheets, and editorial software.</li><li>• Demonstrate knowledge of facts, principles, processes and general concepts related to Project Administration.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to at least A Level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience</li></ul>

## Terms and Conditions of Employment

### General Information

General information about employment at the University of Cambridge is available at:

<http://www.jobs.cam.ac.uk/>

### Period of Appointment

Appointment made to this post will be for a probationary period of six months; funding is available for 2 years in the first instance.

### Pension

The post holder will be eligible to join the Cambridge University Assistants' Contributory Pension Scheme (CPS)

### Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than 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.

### Family friendly policies and benefits

The University has a range of family friendly policies to aid employee's work-life balance including maternity, paternity and parental leave, flexible working and career break schemes. In addition, childcare vouchers, access to two nurseries and a holiday play scheme are available through the Childcare Office to help support University employees with childcare responsibilities. Further information can be found at:

<http://www.admin.cam.ac.uk/offices/hr/staff/benefits/family.html>

## **Eligibility to Work and Reside in the UK**

UK immigration procedures stipulate that an employer may not consider the appointment of any person unless they have seen evidence of their immigration status. Accordingly, shortlisted candidates, whatever their nationality, will be asked to provide such evidence at the interview stage.

## **Information if you have a Disability**

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation. The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

For additional guidance and information, applicants can contact the University's Disability Resource Centre either by telephone on 01223 332301, by email on [ucam-disability@lists.cam.ac.uk](mailto:ucam-disability@lists.cam.ac.uk) or by post to DRC, Keynes House, Trumpington Street, Cambridge CB4 1QA.

## **Further Information**

There is a range of information which you may find helpful on the University's website: [www.cam.ac.uk/jobs/](http://www.cam.ac.uk/jobs/). This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.