

## **JOB DESCRIPTION**

**Job Title:** College Administrator

**Department:** New College Office

**Reports to:** Vice-Master

### **Purpose of role:**

- To provide high-level administrative support to the Vice-Master, the Secretary of the Fellowship Electors, and to manage the JRF Competition and all matters relating to Title A Fellowship, and to provide general administrative support to the wider College Fellowship.
- To provide a first point of contact for Fellows and other Senior Members and for colleagues requiring information on them.

### **Key accountabilities:**

- Management of the Junior Research Fellowship Competition (JRF) and all matters relating to Title A Fellowships from annual advertisement to the admission of new Title A Fellows and through to the end of their tenure. This involves, planning and preparing timetables and advertisements; updating webpages and the online application system, including testing; responding to queries; maintaining records; preparing reports and statistical analysis; preparing payment data for internal and external reviewers; admission of newly appointed Title A Fellows and managing and recording their annual intentions.
- High level administrative support to the Secretary to Fellowship Electors (in relation to the JRF Competition) and the Vice-Master in respect of general Fellows' and Academic Visitors' administration.
- Personal Assistant to the Vice-Master (V-M):
  - Diary management; preparation of reports for Council; correspondence; co-ordination of special events in College (e.g. Memorials, Fellowship admissions), assisting with appointments that fall under the responsibility of the V-M, e.g. appointment of the Master and the Bursars.
- To oversee and co-ordinate the administrative functions associated with the appointment of Fellows and other Senior Members, in particular verifying that new employees are eligible to work in the UK, providing appropriate advice as needed (may include arranging Certificates of Sponsorship under Tier 2) and coordinating services relating to the arrival and induction of all new Fellows and Senior Members. Manage all aspects of the appointments of Fellows under Titles B, E, and F from arrival to departure, maintaining communication with them, liaising with other departments and escalating issues as necessary. To coordinate with the Head of Academic and Educational Services for these activities for Fellows under Titles C and D and other Senior Members on the Teaching Staff.
- Responsible for maintaining and developing the Senior Members Database ensuring that it is kept updated and ensuring appropriate interface with associated systems (e.g. catering, accommodation).

- Delivery of key communications to Senior Members through a variety of media, including email (involves maintaining a number of email lists), and the website/intranet (involves creating and editing content using the College's Content Management Systems).
- Administrative oversight of the Postdoctoral Society – includes processing nominations of new members, processing annual membership fees, and disseminating appropriate information to Catering and other departments who offer services to the members. Manage the annual Senior Postdoctoral Researcher competition and provide administrative support to the Fellow for Postdoctoral Affairs
- Produce annual Fellowship lists for the Roll of Regent House, the University's Register of Colleges' Senior Members etc. To maintain the Vice-Master's List of all Senior Members and to update all associated lists and information
- Provide general administrative support to the Fellowship which includes a range of day-to-day practical queries to larger one-off projects.
- Working with members of the wider team, contribute towards administrative support to the Fellow for Creative Arts, including the biennial appointment of the Visiting Fellow Commoner in the Creative Arts (VFCCA).
- Provide support to the Dean of College and cover for the Council Administrator during absence to enable the full and effective functioning of the New College Office

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

**PERSON SPECIFICATION**

Criteria	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant administrative experience, preferably from within HE, and ideally the University of Cambridge. (E)</li> <li>• Expert user of a range of office software including Microsoft Office applications (Excel, Word, Access etc.) and CMS. (E)</li> <li>• Experience of database management and development. (D)</li> <li>• Experience of managing complex recruitment campaigns. (D)</li> <li>• Experience as Personal / Executive Assistant in a fast-paced environment, including diary management. (D)</li> </ul>
<b>Skills and personal attributes</b>	<ul style="list-style-type: none"> <li>• The ability quickly to gain a thorough understanding of how the College and the wider University operates and an understanding of the regulations, both internal and external, relating to the role. (E)</li> <li>• Ability to use technology effectively and creatively to enhance office systems. (E)</li> <li>• Capacity to learn new software and administrative routines quickly. (E)</li> <li>• Ability to handle and protect confidential and sensitive data with integrity. (E)</li> <li>• Articulate and tactful spoken and written communications skills with the ability to communicate effectively with all levels of academic staff, administrative staff and prospective candidates for fellowships. (E)</li> <li>• Ability to take initiative and strong influencing skills to help drive forward new ideas. (E)</li> <li>• The ability to work with minimum supervision, to be well organised and to provide timely reports and plans both orally and in writing. (E)</li> <li>• The ability to work effectively under pressure and to exercise a high degree of responsibility, judgement and initiative. (E)</li> <li>• High level of accuracy and attention to detail with an ability to identify and correct errors quickly. (E)</li> <li>• Numerical skills and ability to work confidently with financial data. (E)</li> <li>• Ability to establish and maintain good working relationships and share knowledge with team members. (E)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification or relevant experience at an equivalent level.</li> </ul>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£30,440.80 for 0.8 FTE (£38,051 per annum, pro rata)
<b>Hours:</b>	29 hours per week.
<b>Contract type:</b>	Permanent.
<b>Location:</b>	The role is based in College (not hybrid).
<b>Holiday:</b>	Pro-rata of 25 working days plus 8 public holidays.
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period when working in College.
<b>Pension Scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
<b>Employee Assistance</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Cycle to work Scheme</b>	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.
<b>College Punts:</b>	Use of College punts at a subsidised rate.