Role-specific information

Role Summary

The Leverhulme Centre for the Future of Intelligence invites applications for a PA and Administrative Assistant. This is a fixed-term post where funding is available for two years in the first instance.

The Leverhulme Centre for the Future of Intelligence (CFI) serves as the administrative department for both CFI and the Centre for the Study of Existential Risk (CSER), within the School of Arts and Humanities. As part of the centres’ Core Team, the role holder will help to facilitate the efficient operation of the centres through a variety of administrative tasks. Reporting to the Centre Administrator, the role will largely focus on assisting with the coordination of a growing portfolio of event and outreach activities, and an increasing visitors’ programme, as well as providing personal assistant support to some senior academic staff. This is a diverse and dynamic role and the role holder may be asked to undertake other duties as appropriate.

Key Responsibilities

Post-holders will be expected to:

1. Provide administrative support in various aspects of the centres’ programmes. To include: maintaining records and updating information sources; contributing to the planning and co-ordination of duties; assisting in identifying areas of improvement on processes; and liaising with team members and others for information.

2. Provide a PA / secretarial /administrative service to some of the centres’ senior academic staff. To include: diary management; making travel arrangements; responding to enquiries and referring to others as appropriate; typing confidential correspondence; monitoring emails; drafting non-routine correspondence; and taking minutes/notes at meetings and committees.

3. Organise events and meetings including regular workshops, public lectures, international conferences, exhibitions and other project-specific events. To include: finding suitable dates; advising on and booking venues; ordering refreshments; sending out invitations and directions; and preparing, collating and distributing materials for such events, where appropriate including publicity materials through websites, social media and other sources; organising filming/audio/podcast/photography as required; and liaising with the University Office of External Affairs as necessary.
4. Collect and collate data (for example on expenditure, event or meeting attendance). Update associated spreadsheets and/or databases, and provide statistics or standard reports using existing templates. Assist other members of the core team with tasks related to event management.

5. Assist with visitor programmes by liaising with visitors, booking accommodation and processing expense claim forms. Organise visitor talks and events as delegated. Arrange catering and other facilities for visitor related activities. Assist with the management of visitor budgets.

6. Assist in the management of HR related matters and processes such as holiday and sickness records, and administration related to recruitment processes as delegated by the Centre Administrator.

7. Assist in monitoring resources e.g. finance/grants expenditure against budgets. Process invoices and orders, and handle petty cash, taking into account financial regulations and other relevant regulations.

8. Act as a point of contact for enquiries. Respond to enquiries, which may be detailed and/or non-routine in nature. Occasionally provide clarification on procedures and regulations by phone, face to face and by email and refer to others as appropriate.

9. Carry out general administrative duties e.g. file, photocopy, collect and process incoming and outgoing mail, collate letters and documents for mailing, book rooms, book accommodation, ensure facilities are ‘visitor-ready’ at all times, prepare refreshments for visitors and meetings, and order supplies.

Person Profile

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

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Educated to at least A Level standard or equivalent standard / NVQ level 3, or equivalent level of practical experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialist knowledge &amp; skills</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Competent in standard software packages e.g. Word, Excel, Access and Outlook.</td>
<td></td>
</tr>
<tr>
<td>• Excellent organisational skills and an ability to prioritise own workload</td>
<td></td>
</tr>
<tr>
<td>• Demonstrable knowledge of facts, principles, processes and general concepts related to administration</td>
<td></td>
</tr>
<tr>
<td>Desirable</td>
<td></td>
</tr>
<tr>
<td>• Experience of web page maintenance and social media communications</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpersonal &amp; communication skills</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Excellent communication skills</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevant experience</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Previous administrative experience</td>
<td></td>
</tr>
<tr>
<td>• Experience of event organisation</td>
<td></td>
</tr>
</tbody>
</table>
Desirable
- Experience of Personal Assistant-type role
- Experience of working in a Higher Education environment

Additional requirements
- Some occasional weekend and evening work will be required
- Ability to use initiative and judgment, and to work unsupervised
- Flexibility, adaptability, and a customer service-oriented approach
- All applicants are legally required to demonstrate permission to work in the UK

Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>The PA / Administrative Assistant will be based in the offices of the Leverhulme Centre for the Future of Intelligence and Centre for the Study of Existential Risk, 16 Mill Lane, Cambridge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working pattern</td>
<td>Monday to Friday.</td>
</tr>
<tr>
<td>Hours of work</td>
<td>36.5 hours per week</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>The start date is 14 April 2020, or as soon as possible thereafter.</td>
</tr>
<tr>
<td>Limited funding</td>
<td>This post is funded by a research grant and, in the event that this funding should cease, the post may be at risk of redundancy. In the first instance, the funding supporting the post ends on 30 September 2022 and the Head of Department, or his/her nominee, will keep the role holder informed of the funding situation.</td>
</tr>
<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>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.</td>
</tr>
<tr>
<td>Pension eligibility</td>
<td>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: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>.</td>
</tr>
<tr>
<td>Retirement age</td>
<td>The University does not operate a retirement age for assistant staff.</td>
</tr>
</tbody>
</table>

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 15 March 2020 at midnight GMT. If you have any questions about this vacancy or the application process you can contact Helen Aston, Human Resources Administrator by e-mail on sahr@admin.cam.ac.uk.

Interviews are scheduled for Tuesday 24 March 2020, subject to change.

General Information

The University of Cambridge

The University is one of the world’s leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

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.

Leverhulme Centre for the Future of Intelligence

The Leverhulme Centre for the Future of Intelligence (CFI) comprises the CFI and the Centre for the Study of Existential Risk (CSER).

The development of AI seems likely to be one of the defining themes of our century, and the project of
ensuring that we make best use of its opportunities is one that we all face together. Thanks to a £10 million grant from the Leverhulme Trust, the University of Cambridge has established a new interdisciplinary research centre, the Leverhulme Centre for the Future of Intelligence, to explore the opportunities and challenges of this potentially epoch-making technology, both short and long term. The Centre is a collaboration with partners at the University of Oxford, at Imperial College London, and with Stuart Russell's group at UC Berkeley.

A major goal of the CFI is to lead the growth of a new interdisciplinary research community to address the opportunities and challenges of AI. To this end, it is launching two initial research exercises and seven projects in its first research phase, each of which addresses an important question related to the development and implications of AI. The Centre's objectives are practical as well as theoretical, and it places a high priority on links outside academia, including to leading technology developers and policy leaders. CFI also aspires to improve the standard of public debate on the impacts of AI, and its staff engage regularly with the media.

More information is available at www.lcfi.ac.uk.

Centre for the Study of Existential Risk

The Centre for the Study of Existential Risk's (CSER) research focuses on the identification, management and mitigation of possible extreme and existential risks associated with human activity. Our goal is to bring together some of the best minds from academia, industry and the policy world to tackle these risks. We focus especially on under-studied high-impact risks, those that might result in a global catastrophe, or even threaten human extinction, even if only with low probability.

More information is available at www.cser.ac.uk.

What the University can offer you

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies
The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing
The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support
services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

**Pay and benefits**
The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

**Relocating to Cambridge**
The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

**Equality & diversity**
The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

**Development opportunities**
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

**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, Helen Aston, HR Administrator who is responsible for recruitment to this position, on 01223 764332 or by email on SAHHR@admin.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via HRAadmin@admin.cam.ac.uk.