

UNIVERSITY OF CAMBRIDGE

DEPARTMENT OF PHYSIOLOGY, DEVELOPMENT AND NEUROSCIENCE ADMINISTRATOR FOR THE CENTRE FOR TROPHOBLAST RESEARCH

Grade 5 (20 hours per week); Salary range £23,449 – £26,391 (pro-rata)

Limit of tenure applies*

Applications are invited for the new post of Administrator for the Centre for Trophoblast Research. The Centre is an exciting new initiative that aims to promote the study of placental biology with special reference to the trophoblast, both within and outside Cambridge. The principal role of the trophoblast is to supply nutrients to support growth of the fetus. It is therefore crucial to a successful pregnancy, and hence the long-term health of the offspring. The Centre is administered from the Department of Physiology, Development and Neuroscience where there is dedicated laboratory space. The inaugural Director is Professor Graham Burton. Further information about the Centre can be found at <http://www.trophoblast.cam.ac.uk/>.

The Administrator will support the director in establishing and developing the Centre, and ensuring that it runs smoothly. The duties include:

- a) Administration including setting up administrative systems for the Centre, maintaining a database of Centre members, taking minutes and providing secretarial support to the Director;
- b) Personnel management with regard to studentships, fellowships and visiting scholarships awarded by the Centre;
- c) In conjunction with Accounts staff, budget management including monitoring expenditure against budget, approving expenses and generating projections;
- d) Promotion of the Centre including maintaining the web site, organising the official launch and acting as the first contact point for enquiries;
- e) Organisation of conferences, meetings and seminars;
- f) Editorial work for a journal edited by the Director.

Qualifications and Experience

The successful applicant will be educated to A level standard, have developed IT skills, and have eight years' office experience including budget management (a formal accounts qualification is not required). He/she will be well-organised and adaptable with good communication and people skills. An interest in, or work experience of, medicine or biology would be advantageous.

Terms and Conditions

The post is graded 5 with a range of £23,449 – £26,391 per annum for a 36.5 hour week. It is offered at 20 hours per week. There is some flexibility over the precise hours worked but with a preference for mornings. Depending on the development of the Centre the number of hours for the post may increase in the future.

The leave year runs from 1 October to 30 September with the full entitlement 36 days including 8 Bank Holidays. Offers of appointment are subject to satisfactory health clearance via the University's Occupational Health Service.

Application Procedure

Completed application forms (PD17, parts I and III only, available from www.pdn.cam.ac.uk/jobs/), including the names and addresses of two work-related referees, should be sent to Debbie Spikins so as to reach her at the Department of Physiology, Development and Neuroscience, Anatomy Building, Downing Street, Cambridge, CB2 3DY or by email to reception@pdn.cam.ac.uk by 10 December 2008.

The University values diversity and is committed to equality of opportunity.

*The funds for this post are available for five years in the first instance with likelihood of renewal.

24 November 2008