



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Secretary to the Head of Information Services
and Systems and the Sub-Librarian**

Requirement

St John's College wishes to appoint a Secretary to the Head of Information Services and Systems and the Sub-Librarian on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Job title: Secretary to the Head of Information Services and Systems and the Sub-Librarian

Department: Library Department

Responsible to: Librarian and Head of ISS

Job Purpose: To provide secretarial, clerical and first-line administrative support to the Head of ISS and the Sub-Librarian.

Principal Responsibilities and Duties

Principal Accountabilities (Responsibilities):

- (a) In order to support the Head of ISS and the Sub-Librarian, the post holder will undertake general secretarial and administrative duties including:
 - i. Typing pre-drafted general correspondence, reports, papers and minutes of meetings,
 - ii. Producing draft letters for the Head of ISS's or Sub-Librarian's signatures/approval,
 - iii. Answering correspondence on routine and some non-routine matters on their behalf when requested, some of which will be of a confidential nature,
 - iv. Scanning, photocopying, collation and circulation of papers in the most appropriate format for meetings, many of which meet on a regular basis throughout term,
 - v. Operating a bring-forward system,

- vi. Undertaking work associated with mailings and circulation of notices/lists (by post, e-mail, web announcements and other electronic means) to senior and junior members, staff and Alumni,
 - vii. Ensuring the welcoming and efficient reception of visitors to the Head of ISS or to the Sub-Librarian.
- (b) The holder of this post will ensure that the work of the Head of ISS and the Sub-Librarian is facilitated in timely, effective ways, for example by:
- i. taking general responsibility for servicing particular committees, to include birdcage activity, booking rooms and refreshment, drafting agendas and papers,
 - ii. liaison with the University and College departments for annual and one-off events,
 - iii. ensuring that SDRs undertaken by the Head of ISS and Sub-Librarian are scheduled, and staff informed,
 - iv. assisting the Head of ISS and Sub-Librarian to maintain and update departmental risk assessment registers and related paperwork,
 - v. preparing lists of donations to the Library and permissions to publish granted under delegated authority by the Librarian,
 - vi. administering annual College art and photography competitions,
 - vii. assembling copy for, editing and arranging the printing of the Library's *Annual Report*, and
 - viii. taking minutes at Library departmental staff meetings.
- (c) In order to ensure that essential information is easily retrievable, the post holder will take responsibility for filing and archiving of documents generated or required by the Head of ISS and the Sub-Librarian, ensuring that day-to-day filing is kept up-to-date and periodically archived.
- (d) The post holder will take responsibility for the management of the Head of ISS's and the Sub-Librarian's diaries, in order to ensure an acceptable/sensible pattern of activity which especially allows for preparation and briefing. This will include setting dates as required for variable meetings throughout the year whilst ensuring that regular meetings are included in the diary. Close liaison with the Graduate Administrator in respect of the Head of ISS's role as Tutor for Graduates will be essential for as long as these duties are carried out by the Librarian.
- (e) The post holder will assist both the Head of ISS and the Sub-Librarian in recording the locations of works of art in the College, overseeing and taking forward arrangements for incoming and outgoing loans of such works, and conservation work, maintaining the database records for the College art collection, and assisting in the preparation of an annual Report on College Art to the Council.
- (f) The post holder offers some College-wide administrative support, taking responsibility for handling general enquiries coming to the Reception email via the College website, and forwarding messages to the department most able to handle the query.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant and appropriate duties may be delegated by the Head of ISS from time to time.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Educated to at least degree level, or with equivalent experience.
- Significant previous administrative experience, with experience in the University sector desirable.
- Strong IT skills, including Microsoft Word, Excel, Powerpoint, Outlook, Access, Adobe Acrobat Pro, with the ability to use or learn in-house IT systems that may be introduced.

Skills, Abilities and Competencies:

- Excellent communication skills- both written and oral- as the post involves liaising and dealing with a wide spectrum of people inside and outside College.
- Well-developed, proven, organisational skills.
- Ability to work on own initiative to demonstrate self-motivation, and to work with limited supervision
- Ability to prioritise tasks to meet a variety of deadlines and to react to changing situations
- A flexible, professional and adaptable attitude towards work, and the ability to work as part of team and to maintain effective working relationships with immediate colleagues, members of Colleges at all levels and members of the public
- An ability/willingness to acquire and retain information about a wide range of College activities, and to acquire new skills.
- An interest in fine art will be an advantage.

Terms and Conditions

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| Length of post: | Permanent |
| Salary: | The salary for the post will be between £23,178.92 to £25,144.25 pro rata p.a. (depending on experience) plus benefits |
| Hours of work: | 20 hours per week |
| Location: | The role is based in Cambridge. |

Contractual benefits include:

- Membership of a defined contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups (after a qualifying period)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one months' notice on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Monday 16 August 2021**. Interviews are expected to take place week commencing **23 August 2021**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.