Further particulars for the post of
President’s Assistant & Assistant to Dean of
Discipline
Requirement

St John’s College wishes to appoint a President’s Assistant & Assistant to Dean of Discipline to join a small team working within the Master's & President's Offices.

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 postgraduate 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.

Department Aims: to ensure the efficient and effective delivery of comprehensive support to the Master and the President in their respective duties and to service the work of the Council and Governing Body.

Principal Responsibilities and Duties

Job title: President’s Assistant & Assistant to Dean of Discipline

Department: Master's & President's Offices

Responsible to: The President and the Head of the Master’s & President’s Offices

Job Purpose: To assist the President in the furtherance of his/her College duties and to provide administrative support for the research-related activities of the College.

Principal Responsibilities

Support for the President

1. To ensure optimal organisational and administrative support to the President, by:

   i. acting as the principal point of contact for the President to Fellows and Staff of the College and to external individuals and organisations;
   ii. preparing papers for the President’s Council business and liaising with College Officers and Heads of Departments on the President’s behalf to progress actions agreed by the College Council;
   iii. managing the President’s online diary, ensuring his/her time is well ordered and prioritised, often resolving conflicts or complex timing issues;
   iv. overseeing the receipt of incoming email and mail and acting on the President’s behalf, as appropriate, to ensure that matters are dealt with in the most effective, efficient and timely manner;
v. providing administrative support as required for other University and Faculty-related activities in which the President is involved during his/her term of office;
vi. ensuring that appropriate electronic/paper records are kept of all presidential business, including confidential matters;
vii. arranging Personal Development Reviews for Tutors and College Teaching Officers on behalf of the President;
viii. ensuring Fellows and Associates comply with the relevant College Statutes by applying for MA Status on their behalf as required;
ix. organising termly student readings of Graces in Hall.

2. To support the President in his/her Domus responsibilities by:
   i. producing and maintaining a Dining Privilege List by establishing eligibility, and then liaising with Colleges and Departments; producing DP Lists for Council and ensuring appropriate distribution and preparing individual dining privilege letters;
   ii. overseeing the administration of a pre-dinner lecture series.

3. To support the smooth running of the Committee work of the President (The President sits on 11 committees and chairs a number of particularly significant committees (Catering and Conference; Entertainments; Communications; Fellows’ Rooms) as well as being Secretary to a further three (Research; Gifts; Professorial Fellowships)) by:
   i. preparing draft agendas in consultation with the President;
   ii. servicing Committees where the President is Secretary;
   iii. liaising with College Officers and Heads of Departments on the President’s behalf to ensure that action is taken on decisions and directions of the Committees, and where appropriate initiating chase-up action;
   iv. maintaining an archive of Committee minutes.

Liaison

4. To provide advice and support to the Assistant to the Fellows’ Steward as and when needed.

Finance

5. To monitor, in consultation with the President as budgetholder, the Research c £500k budget. To monitor expenditure throughout the year; to produce an annual draft budget and to phase budgets; and to liaise with the Finance Department on behalf of the President as required.

Research

6. a. Research-related schemes
   To coordinate and provide full administrative support for the College’s research-related schemes including:

   College Research Associates (including the administration of the annual competition which is required between February and June – setting advertisements, collating applications, securing gradings, organising interviews);

   Beaufort Visiting Scholars, including the Colenso and Bleehen Visiting Scholars; Fellow Commoners; Post-Doctoral Researchers.
b. Title A Fellowship Competition

To provide support to the Head of the Master’s & President’s Offices in the administration of the Title A Research Fellowship competition, liaising with applicants, referees, assessors and directors of studies. (The competition runs from August – January, with an intensive period October – January, immediately following the closing date.)

Support for the Dean of Discipline

7. To act as Assistant to the Dean responsible for Discipline by:

i. consulting the student database (CamSIS) and preparing summons letters from incident reports; checking penalties are completed. Attributing fine and reparation order cheques to College accounts or to non-College payees;
ii. maintaining a database for the Student Helper Scheme. Overseeing the booking calendar for the Scheme. Overseeing payments made to students under the Scheme;
iii. maintaining a searchable archive of decisions made by the Dean and the Disciplinary Committee;
iv. providing administrative support for the College’s Disciplinary Committee;
v. maintaining the Dean’s pages on the College website.

Departmental Administration

8. To liaise closely with the Head of the Master’s & President’s Offices and the Council & Governance Administrator at all times to ensure efficient and effective management of Council and Committee-related work and to be proactive in finding more effective ways in which the College might undertake its core administrative business.

This is not a comprehensive list of accountabilities. Other relevant duties may be delegated on the authority of the President or Dean of Discipline 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:

- University honours degree or equivalent
- Previous experience of administrative work, preferably within higher education

Skills, Abilities and Competencies:

- Good forward planning skills, the ability to use initiative and to be proactive
- Excellent IT skills, including competency in the use of Microsoft and Excel, with a willingness and ability to update skills as required
- Excellent communication skills, both verbal and written
- Highly developed problem-solving skills
- Ability to assess and prioritise workload, for self and others
- Ability to work with high degree of both speed and accuracy
- Ability to work to deadlines, and a flexible approach to work
• The ability to maintain effective working relationships with other College Departments

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £26,606 - £30,472 p.a. (depending on experience)
Hours of work: 36.25 per week
Location: The role is based in Cambridge.

Contractual benefits include:

• Membership of a 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 week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month 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 9am on Friday 28 September. Interviews are expected to take place on Thursday 11 October 2018.
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.