



The  
 Fitzwilliam  
 Museum  
 CAMBRIDGE



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**ARTS COUNCIL  
ENGLAND**

## Administrator (Scheduler) Hamilton Kerr Institute, Whittlesford - Part Of Fitzwilliam Museum (3 month opportunity)

### Salary: Grade 5

£27,929 to £32,348

### Contract:

Fixed Term until 18<sup>th</sup> April 2023, immediate availability to start in January required

### Location:

Whittlesford, Cambridge

### Department:

Hamilton Kerr Institute, part of Fitzwilliam Museum

### Responsible to:

Director Hamilton Kerr Institute and Deputy Director Conservation and Heritage Science

### Working Pattern:

Full Time

### Purpose of the role

The purpose of the role is to provide administrative support to the Hamilton Kerr Institute team to facilitate the efficient operation of all work undertaken. The Institute provides conservation for the Fitz but also works for external clients, conducts research projects and runs a Diploma Course in Easel Painting Conservation.

A key component of this role is to coordinate and plan schedules for the conservators, scientists, photographer etc. to allocate appropriate resources and avoid clashes or bottlenecks. The role will support and monitor the smooth delivery of conservation and research projects in a well-planned, and collaborative way.

The role will support conservation activities, including scheduling and co-ordinating conservation projects and timelines, purchasing materials and maintaining Health and Safety paperwork.

Scheduling work within the Conservation team at the Hamilton Kerr will include logistics as well as collecting and filing documentation, sending estimates, scheduling photography etc., and be in regular contact with Fitzwilliam Museum departments including Operations, Exhibitions, Registrars and Research.

The Hamilton Kerr is also a teaching institute, and the administrator is also responsible for the contacts with the university, helping new students and interns with information, handbooks, visa etc.





### Key Responsibilities:

#### 1) Project -teaching Coordination

- Co-ordinate timelines for projects involving the conservation of paintings from the Fitzwilliam Museum collection, and be the key point of information on scheduling and internal project coordination for the Hamilton Kerr team.

This includes:

-Admin support conservation projects, in situs, collection surveys etc. for external clientele.

-Co-ordinate the logistics of the Masters of Easel Painting Conservation teaching programming, visiting lecturers, equipment needed, purchasing materials.

-Provide admin support to the Master in Easel Painting Conservation course director, support the student recruitment process, collate information, handbooks, university info, to be send out to students.

#### 2) Project Scheduling

- Use a shareable and live project scheduling tool to create a timetable for each relevant project. Monitor and report progress in the schedule by communicating directly with team members and the Studio Manager. Create milestones and record progress. Assess/evaluate the impact of requests for change on the project schedule and introduce approved changes into the schedule. Schedule in situ work and take care of logistics, transport equipment.

#### 3) Coordinate Task Estimates

- Support Scientific Research, Conservation, Photography, Technicians, Conservation team members' estimation of time and other resources needed and available for each project activity, based on the project budget and its approved planning forms, person power, space and capacity needs. Coordinate and analyse the task estimates with team members before introducing this information into the project schedule.

#### 4) Software Administration & Database Input

- Provide administration of HKI equipment sharing software (PPMS Stratocore) account; handle user registration and equipment booking.
- In collaboration with the Conservation and Science Administrator at the Fitzwilliam Museum, update and maintain the University's shared equipment database (<http://www.equipment.admin.cam.ac.uk/>) and the NHSF's kit catalogue (<https://equipment.heritagescienceforum.org.uk/>) with Fitzwilliam Museum and Hamilton Kerr Institute equipment.
- Maintain the databases used for HKI documentation and liaise with the Documentation and IT department at the Fitzwilliam museum.

**5) Financial Administration**

- Undertake financial administration of departmental budgets, including co-ordinating and carrying out purchasing. Monitor resources and expenditure against budgets, process invoices and orders following financial regulations, liaise with accounts to ensure that department accounts are up to date, ensure efficiency and effectiveness of processes and procedures, develop and review processes as required. Liaise with the Fitzwilliam Museum Financial Department.

**6) Meeting and Secretarial Support**

- Act as secretary to committees/meetings, including the Hamilton Kerr staff and studio meetings and Hamilton Kerr Advisory Board meetings. Organise meetings, prepare agendas and write minutes, handle communication with meeting members. Assist with the drafting of documents such as reports and papers on various issues, give advice on matters of policy and procedures as required.

**7) General Administration**

- Carry out general administration duties for Hamilton Kerr Institute team members e.g. file, scan, rename, and upload images and documents to shared drives; collect and process incoming and outgoing mail for Institutional address.
- Attach technical reports and images to relevant object records in Axiell database.

**8) Web Maintenance**

- Maintain and update Hamilton Kerr Institute webpages and other online (e.g. social media) communications, using content provided by others.

**9) Health and Safety**

- Maintain up-to-date H&S paperwork and maintenance schedules for scientific equipment and its users; support users in filling gaps/update documentation when needed; maintain a timetable of updating COSHH and risk assessments and prompt staff to update when necessary.

# Person Specification

Criteria	Essential	Desirable
<b>Education &amp; Qualifications</b>		
Educated to A Level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience	✓	
PPMS Stratocore software training is essential and will be provided	✓	
<b>Specialist Knowledge &amp; Skills</b>		
Experienced user of standard software packages e.g. Excel, MS suite, Outlook calendar, Google Drive, Sharepoint	✓	
Accuracy and attention to detail	✓	
Demonstrate knowledge of the principles and practice of project management	✓	
Demonstrate factual & theoretical knowledge of Administration	✓	
Use of project and time management software tools e.g. Trello, Airtable, Toggl, Teamwork (free tools)		✓
Knowledge of H&S requirements and documentation in the context of a scientific laboratory, painting conservation, solvents use etc. (training can be provided)		✓
<b>Communication &amp; organisational skills</b>		
Excellent communication & interpersonal skills	✓	
Excellent organisational skills	✓	
<b>Relevant Experience</b>		
Experience of working in an administrative role	✓	
Experience of administering complex programmes with multiple stakeholders	✓	
Experience in working in a university environment		✓
<b>Additional Requirements</b>		
A flexible approach with a 'can do' attitude and the ability to manage multiple priorities and deadlines	✓	

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	C
Communication	C
Innovation and Change	C
Negotiating and Influencing	D
People Development	C
Relationship Building	C
Strategic Focus	D

# Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



# The Fitzwilliam Museum



The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million artworks and objects, spanning over ten thousand years, principally from Europe, North Africa and Asia. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming between 350,000 and 450,000 visitors a year, pre-COVID. It is also the lead partner of the University of Cambridge Museums (UCM), the Arts Council National Polio Organisation consortium of the University Museums and the Botanic Garden.

## About the Hamilton Kerr Institute

The Hamilton Kerr Institute (HKI), a department of the Fitzwilliam Museum is one of the world's leading centres for teaching, research and practice in the conservation of easel paintings.

The Institute undertakes the conservation of easel paintings for public and publicly shown collections as well as the Museum.

In this environment the Institute aims to educate painting conservators to the highest standard and to contribute to scientific, technical and art historical research. The institute hosts a number of archives, carries a continual programme of inter-disciplinary research in addition to the conservation services and teaching on offer.



# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a 6-month probationary period.

## Location

Hamilton Kerr Institute, Mill Lane, Whittlesford. Some travel to the Fitzwilliam Museum in Cambridge may be required. The post requires the administrator to be on site.

## Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

#### Right to work in the UK

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.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

## Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

## Screening Checks:

This role requires a basic Disclosure and Barring Service (DBS) Check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

## Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at

this level within our University.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. 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, the Department Administrator, who is responsible for recruitment to this position.



# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is 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.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>





# What Cambridge can offer

**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.

## 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.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## 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 paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

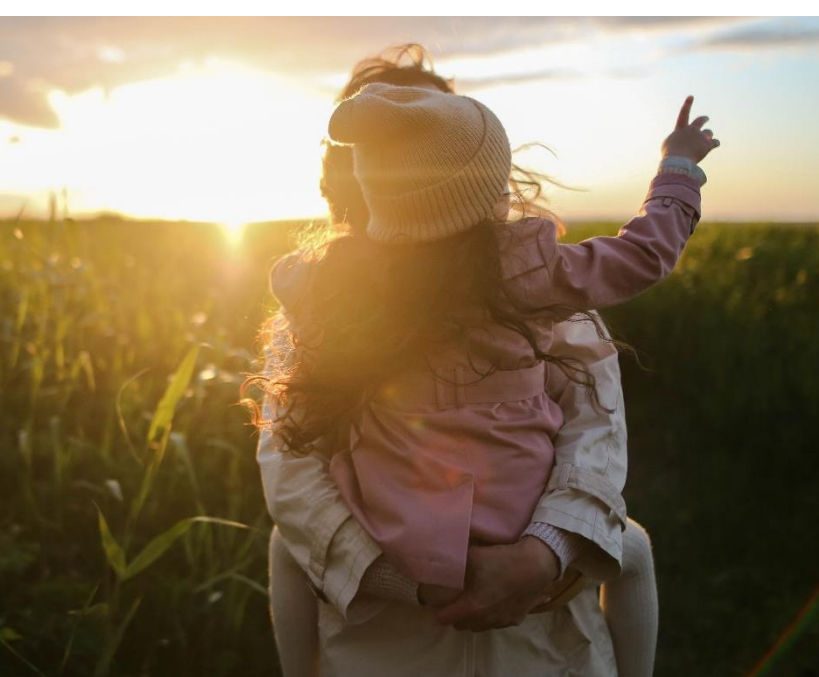
The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

## 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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:  
Prof. Erma Hermens [eh707@cam.ac.uk](mailto:eh707@cam.ac.uk)

If you have any queries regarding the application process, please contact [HR@fitzmuseum.cam.ac.uk](mailto:HR@fitzmuseum.cam.ac.uk).

The closing date for applications is: midnight, 03 January 2023  
The interview date for the role is to be confirmed



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