Administrator Development Programme

Programme Overview:

This development programme of six days (across six months) draws on the expertise of the Registrary, Heads of Divisions and other senior figures in the University. With their input and chance for discussion, the programme provides an overview about key areas and issues of University strategy and operation, offering insights into areas that participants may not cover in their everyday work. It also includes short development workshops on some common key skills, and a group project activity offers a valuable opportunity to work with administrators from the UAS and other departments and institutions.

Participants are encouraged to learn from each other as well as from contributors. There is opportunity for informal discussion, networking and exchange of information during the programme days and at optional early evening events on the first and last day.

Participants, with support of their departments, need to make a commitment to attend the Introductory Briefing (1 hour), six full day modules and contribute fully to the project activity.

Programme Outline:

Briefing Session: October (1 hour)

Day 1: Cambridge and the HE context; Financial Strategy (November)

Day 2: Presentation Skills; Communications; Fundraising (December)

Day 3: Human Resources; Equality & Diversity; Safety; Planning & Resource allocation (January)

Day 4: Education and Student Services; Managing Meetings (February)

Day 5: Research Strategy, Operation and Innovation; Estate Strategy; Information Services (March)

Day 6: Group Project presentations; Leadership skills (March)

Selection for the Programme:

Participation in the programme is by nomination only, with 25 places available each year. The nomination process is coordinated in the Easter Term by PPD, in consultation with School Secretaries, Heads of Division, Non-School Institutions and the Registrary’s Office. Please contact your line manager in the first instance if you are interested in being nominated for this programme. Nominees will need to demonstrate the benefit of participating, both for themselves and their institution.

Target Audience

The programme is for those working in specialist or generalist administrative roles who have been in post for approximately one to five years, or who are experienced professional service staff in another context and new to a University post. This may include for example Departmental or Faculty Administrators, UAS Administrative Officers or other professional service staff who wish to extend their knowledge of the University. The majority of participants on this programme are within the grade range 7-9.

www.ppd.admin.cam.ac.uk
Participant comments from the previous programmes:

“A very informative programme that has improved my knowledge of how the University is managed and operates. I have also made some useful contacts for the future and have been inspired to aim higher."

“I enjoyed the course and felt it was well organised. What I found particularly useful was my increased understanding of the future strategy of the University. I also enjoyed the networking and the teamwork involved in working on a project. Thank you for all your hard work and enthusiasm. I would certainly recommend the course to other Administrators."

“I found the programme very useful in that we were introduced to those working in all areas of the University, which gave a real understanding of how it functions as a whole. Also it helped me to develop my presenting skills – something I was uncomfortable about and that it was good to be challenged by."

“It has built confidence in my abilities and enabled me to build contacts with those outside my own department and area of work who are good sources of information and expertise."

Further information is available from:

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