

# Administrator Development Programme

**Personal and Professional  
Development**  
Human Resources



## Overview

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This well-established and over-subscribed programme has successfully run at Cambridge for many years. The programme draws on the expertise of senior figures across the University and is reviewed and updated annually.

The **Administrator Development Programme** aims to support participants' career advancement at the University. You will gain critical knowledge of key areas and issues of University strategy and operation, drawing on the expertise of the Registry, Heads of Divisions and other senior figures in the University. Additionally, the opportunity to work on a group project with administrators from the UAS and other departments and institutions forms a key part of the programme.

The programme provides a chance to develop your key skills through participation in focused development workshops and to gain insights into areas you may not cover in your everyday work.

The programme aims to support you in your current role as well as develop you to progress in the future; you are encouraged to reflect on where this programme fits into your overall development.

### Duration

Six days across six months plus a briefing session.

### Delivery format

Live in-person events

### Who this is for

- Staff working in specialist or generalist administrative roles who have been in post for approximately one to five years, for example Departmental or Faculty Administrators, UAS Administrative Officers.
- Experienced professional services staff who are new to a University post.
- Grades 7 to 9.

## What and how you will learn

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### By the end of the programme you will be able to:

- Understand current issues and developments in Cambridge, and Higher Education (HE) as a whole.
- Identify strategic issues in key areas of University activity.
- Demonstrate enhanced skills in the areas of leadership, presentation, managing meetings and process improvement.
- Plan and deliver a project.



Discussion activities



Group work



Guest speakers



Presentation assignment



Project assignment

## Programme content

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### Introductory Briefing

**Day 1: Cambridge and the HE Context | Finance Overview**

**Day 2: Risk Management | Academic and Financial Planning | Estate Strategy | Presentation Skills**

**Day 3: Education | Communication**

**Day 4: Research Strategy | Process Improvement | Fundraising | Innovation**

**Day 5: Human Resources**

**Day 6: Group Project Presentation | Continuing Professional Development**



## Your feedback matters

At the end of each programme day, we will ask you to complete a brief immediate evaluation.

At the end of the programme, we will ask for your feedback as part of the overall programme evaluation.

Your feedback and comments are welcomed at all stages of the programme and will be used to inform future programmes.



## Contact us

Personal and Professional Development

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