

## INTRODUCTION

This development programme of six days (across six months) draws on the expertise of senior figures in the University and provides up to date information on the various strands and issues of University strategy and governance. It includes development of some key skills and offers a valuable opportunity to network with administrators from the UAS and other departments and institutions.

It offers a mix of skills development and knowledge transfer. These elements, along with project and networking activities, are interwoven into the six days of the programme. Delegates are encouraged to learn from each other, as well as from contributors and session leaders, and there is ample opportunity for informal discussion and exchange of information.

## OUTCOMES

By the end of the programme participants will have:

- increased knowledge of current issues and developments within the University, and HE as a whole
- considered the various arms of University activity and identified strategic issues in each case
- further developed a range of skills in leadership, delivering presentations and managing meetings
- planned and delivered a project which allows them to work with others, gather information about new areas and enhance their learning from the programme.

## VENUE

University Centre, Granta Place, Mill Lane

## DATES

Introductory Briefing: Monday 10 October 2016  
Module 1: Monday 7 November 2016  
Module 2: Monday 5 December 2016  
Module 3: Monday 9 January 2017  
Module 4: Monday 6 February 2017  
Module 5: Monday 6 March 2017  
Module 6: Monday 27 March 2017

## PARTICIPANT PROFILE

This programme is intended for those working in specialist or generalist administrative roles who have been in post for approximately one to five years or who are experienced administrators in another context and new to a University post. It may include for example Departmental or Faculty Administrators, those in professional services roles and UAS Administrative Officers, amongst others.

The programme aims to support the individual's development plan and there should be clear benefits of undertaking the programme for current role and for the division or department. Please note that the majority of participants on this programme are within the grade range 7-9.

Participants (and their departments) need to make a commitment to be able to attend the Introductory Briefing (1 hour), the 6 x full day modules, and to contribute fully to the project activity.

## PROJECT ACTIVITY

The project activity aims to consolidate learning within the various themes that make up the programme and further develop project management skills. It will require work to be undertaken between sessions, both with the project team and individually (approximately 3-4 hours per month). Project teams will be formed in Module 1 where there will be a session to introduce the project. A project report will be submitted between Modules 5 and 6, and Module 6 will include presentations from each project team to a small panel, comprising the Academic Secretary and Director of HR. Participants are asked to complete the Project Management Online learning module before Module 1.

## SPECIAL FEATURES

- opportunity to hear from and network with senior figures from within the University
- compare and contrast experiences with other administrators and exchange ideas on problem solving and issues of concern
- opportunity to practice presentation skills and receive feedback, with a further opportunity to apply learning when presenting project outcomes
- programme review and development is undertaken by a Steering Group comprising the Registry, the Academic Secretary and representatives from previous programmes.

## PROGRAMME THEMES

Each day will focus on particular themes.

Module 1:

- Cambridge and the HE context; Financial strategy

Module 2:

- Presentation skills; Communications; Fundraising

Module 3:

- Human Resources; Resource allocation; Finance

Module 4:

- Educational and student policy and operations; Meetings skills

Module 5:

- Research and Innovation; Estate Strategy; Information Services

Module 6:

- Project presentations; Leadership skills

## FEEDBACK FROM PREVIOUS PARTICIPANTS:

*"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 was 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."*

## HOW TO APPLY

There are 24 places on the programme. Selection is via nomination by School Secretaries, Head of Division or Head of Institution by **11 July 2016 (Amended 1/6/16)**. Nominees will need to demonstrate the benefit of participating, both for themselves and their institution. Further information is available from:

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## LIST OF CONTRIBUTORS

Please note that this is not a full list of contributors and may be subject to change, dependent on availability.

**Martin Bellamy** - Director of Information Services

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**Jenny Gilmartin** - Deputy Head, Research Operations Office

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**Catherine Fage** - Head of Student Operations (Acting), Academic Division

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