

Administrator Development Programme



Purpose of the programme

The Administrator Development Programme aims to support participants' career advancement at the University. It does so by providing participants with 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. With their input and chance for discussion, participants gain insights into areas they may not cover in their everyday work. The programme further supports career progression by offering opportunities to develop key skills through focused development workshops, as well as providing a valuable opportunity to work on a group project with administrators from the UAS and other departments and institutions.

Programme objectives

- Increase knowledge and understanding of the University and its operations with a focus on key strategic areas
- Increase awareness and understanding of critical issues and developments faced by the University and HE sector as a whole
- Expand your network through exposure to people from across the University, from senior leaders to fellow participants on the programme
- Enhance and develop key skills to support career progression

Format of the programme

The programme is spread over **six** days (across six months) and includes:

- Sessions on a wide range of areas of University Strategy and Operation, delivered by senior contributors, followed by opportunities for discussion
- Short skills development workshops
- A group project activity
- Opportunities for informal discussion, networking and learning from each other

The programme is currently being planned for delivery in **person**.

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.

The programme aims to support the individual's development plan, both in their existing role and in their broader learning and progression.

Programme Outline:

Introductory Briefing session (one hour)

Day 1: Cambridge and the HE context and Finance overview

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

Day 3: Education; Communication; Managing Meetings

Day 4: Research Strategy; Process Improvement, Fundraising, Innovation

Day 5: Human Resources, CPD after ADP

Day 6: Group Project Presentation; Leadership skills

It is important that participants, with support of their departments, make a commitment to attend the Introductory Briefing session, all days of the programme and contribute fully to the project activity.

Please note this a draft programme and the above details are subject to change.

Selection for the Programme:

Participation in the programme is by application, with 25 places available each year. Places will be offered by PPD, in consultation with School Secretaries, Heads of Division, Non-School Institutions and the Registry. 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. [Details about how to apply.](#)

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 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. ”

“ Very enjoyable and overall the right balance between presentations, activities, interaction and group work. The one day a month format works well with the group project linking across everything we learnt. ”

Further information is available from:

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