Administrator Development Programme

**The programme:**
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. The majority of participants on this programme are within the grade range 7-9.

**Programme duration and content**
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 and provides up to date information on the various strands and issues of University strategy and governance. It also includes development of some key skills and offers a valuable opportunity to network with administrators from the UAS and other departments and institutions.

In addition to the mix of knowledge transfer and skills development, 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.

Participants, with support of their departments, need to make a commitment to attend the Introductory Briefing (1 hour), the 6 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:** Educational and student policy and operations; Meeting Skills (February)

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

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

**Selection for the Programme:**
There are 25 places available and participation in the Programme is by nomination via School Secretaries, Heads of Division or Heads of Non-School Institutions. The nomination and selection process starts in the Easter Term, in time to start the Programme during the Michaelmas Term. Nominees will need to demonstrate the benefit of participating, both for themselves and their institution.

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 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."

Further information is available from:

Personal and Professional Development
University of Cambridge
Greenwich House
Madingley Road
Cambridge CB3 0TX

Tel.: 01223 (3)32343
Email: ppd@admin.cam.ac.uk
www.ppd.admin.cam.ac.uk