

Deputy University Advocate

Applications are invited for the role of Deputy University Advocate. The University Advocate and the Deputy University Advocate play an important part in the University's disciplinary processes. The deadline for applications is **12 noon on Friday, 24 January 2020**.

What does the role-holder do?

The Deputy supports the University Advocate in considering cases and steps up when the University Advocate is unable to act, e.g. if there is a conflict of interest.

From 1 October 2019, the University Advocate and Deputy University Advocate have a residual role in student discipline, where the relevant conduct took place before 1 October 2019 and the respondent student wishes the matter to be pursued under the previous regulations (see the description of the transitional arrangements in paragraph 10 of the [Report](#) on a revised student disciplinary framework, approved following a ballot on Graces 1 and 2 of 30 May 2019). In such student cases, they will continue to assess whether it is necessary to commission an investigation into an allegation of a student's misconduct and present the case before the Discipline Committee. They will also make decisions about whether to bring a charge in matters before the University Tribunal, which deals with discipline concerning members of the University who are not students (or who were not students at the time of the relevant conduct); in the case of University officers, the Vice-Chancellor determines whether to direct the University Advocate to prefer charges (see Section 8(d) of [Chapter III of the Schedule to Statute C](#)).

The main provisions about the offices are in the University's Statutes and Ordinances:

https://www.admin.cam.ac.uk/univ/so/2019/special_d-section4.html

https://www.admin.cam.ac.uk/univ/so/2019/statute_c-section10.html#heading2-10

<https://www.admin.cam.ac.uk/univ/so/2019/chapter11-section3.html#heading2-17>

The workload varies from year to year, depending on the number of referrals of cases for consideration. There is no stipend payable but the Deputy can claim through University payroll for attending hearings (full day: £600; half day: £300) and for time spent on the preparation of cases (£60 per hour).

What support is there for the role?

The Office of Student Conduct, Complaints and Appeals can provide note-takers from a pool of volunteers to support the University Advocate and the Deputy when undertaking investigative meetings in cases concerning students. The University's Legal Services Office normally employs external legal counsel to prepare and present University Tribunal cases, and investigations are separately commissioned.

Who can apply?

The role is normally an additional responsibility to an individual's substantive role. The Deputy must be a [member of the Regent House](#) and be willing to be appointed until 30 September 2021. The person specification is set out below. It is recognised that not many potential candidates will already possess all the attributes listed; if you are interested, please do get in touch (see below).

Experience

- Proven experience of decision-making, including in relation to sensitive and complex cases.
- Experience of drafting clear and succinct reasons for case decisions.
- Experience of commissioning investigations.
- Experience of working with higher education students.
- Experience of alternative methods of resolution.

Skills

- Excellent written and oral communication skills.
- Excellent attention to detail.
- Ability to prioritise according to urgency and importance.
- Demonstrate knowledge of the complexities of sexual misconduct, including the impact on those who have experienced sexual misconduct and the impact of being accused of sexual misconduct.
- Demonstrate knowledge of the complexities of misconduct relating to racial and other forms of discrimination, including the impact on those who have experienced such discrimination and the impact of being accused of discrimination.
- Demonstrate knowledge of the complexities of academic misconduct, including contract cheating, plagiarism and examination misconduct.
- Ability to build positive, professional relationships with others.
- Demonstrate understanding of relevant legislation, including matters related to the criminal justice process, confidentiality, data sharing and discrimination.

Who can I contact for further information?

Dr Martin Steinfeld, University Advocate, email: ms627@cam.ac.uk.

What do I need to do to apply?

Email your name and a short description of your relevant skills and experience to appointments_gb_council@admin.cam.ac.uk. The deadline for receipt of applications is **12 noon on Friday, 24 January 2020**.

What happens after I apply?

A small group including the University Advocate will review applications and put forward one or more of them to the University Council, which will decide whether to make a nomination for appointment by Grace. Applicants will be kept informed throughout the nomination process.