

Job title	Director, Centre for Sustainable Finance
Grade	11
Salary range	£59,828 – £69,331
Staff Group	Academic Related (Unestablished)
Team, Portfolio	Sustainable Finance, Research
Institution	University of Cambridge Institute for Sustainability Leadership

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) empowers leaders to build a sustainable economy. We catalyse market leadership through our business and policy platforms and world-class educational programmes, informed by cross-disciplinary research from the University of Cambridge and beyond.

CISL has pioneered sustainable finance since the global financial crisis. Our expertise is sought by firms and policymakers, resulting in long-term relationships with over 50 institutions in the investment, banking and insurance sectors through the [Investment Leaders Group](#), [Banking Environment Initiative](#) and [ClimateWise](#) and through our executive education programmes.

The purpose of this role is to catalyse change in the financial system such that it rewards long-term, sustainable economic development. Reporting to the Executive Director, Sustainable Economy, you will work collaboratively with our research programme, business and policy platforms, education, advisory and accelerator services to enable financial institutions to achieve this aim.

As leader of CISL’s Centre for Sustainable Finance, you will be responsible for maintaining and evolving a strategy which harnesses the breadth of CISL’s strengths and experience in sustainable finance, representing our work to potential new partners in industry, government, media and funding agencies.

Under your leadership the team will:

- Undertake, commission and synthesise research on key issues in sustainable finance
- Develop tools, frameworks, case studies and ultimately new business models with potential for wide applicability in finance practice and policy
- Scope and lead collaborative initiatives to identify and deliver systemic sustainable finance solutions
- Identify education opportunities which motivate and enable sustainability action in financial institutions.

Further information about our work on sustainable finance may be found [here](#).

You will maintain and grow good relationships with clients, securing funding and collaborating with peers across CISL to design and deliver services meeting the needs of clients and partners in the financial system, including the development of substantive research and content for education and advisory services.

You will be responsible for ensuring that the Centre's growing team (currently 12) are well managed, developed and supported. Along with your direct reports, the Programme Directors, you will be a member of CISL's Executive Team which is tasked with informing our strategy and cross-organisation synergies.

Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable.

Strategy and Business Planning

- On an annual cycle, develop for approval the team's strategy and business plan.
- Oversee the delivery of the team's strategy and business plan, accounting for variations as the financial year progresses.
- Be accountable for meeting financial targets covering income (currently around £2m p.a.) and surplus, with an expectation of ~40 per cent income growth over five years.
- Oversee the use of financial planning and monitoring tools, and account for variances, contributing to the development of CISL's financial management and reporting systems as required.
- Develop the resourcing plan for the team including the role of internal staff and external consultants for approval by the Executive Board.

Research and Product Development

- Maintain the team at the cutting edge of sustainable finance, ensuring its approach is fit for purpose in a rapidly advancing field.
- Develop new relationships with senior executives in order to understand the needs of potential clients / partners, and extend the scope of current products and services.
- Responsible for, and as necessary prepare bids and proposals to secure income from clients and partners in accordance with CISL's strategy and business plan.
- Bring expert knowledge, advice and business acumen to the design and delivery of products and services in the team.
- Under the overall direction of the Executive Director responsible for research; initiate, design and oversee research (or contribute to its scoping, as required) to enhance CISL's understanding of sustainable finance, and apply this to the development of new resources and solutions.
- Publish and/or present on key topics in sustainable finance, including within CISL's own programmes and events, to enhance CISL's reputation in the field, and forge relationships with new clients and partners.

Project Delivery

- Identify and develop innovative, commercially grounded solutions to systemic challenges in

sustainable finance.

- Advance thinking and practice those solutions through a combination of:
 - undertaking, commissioning and synthesising research on key topics in sustainable finance
 - developing tools, frameworks, case studies and ultimately new business models with potential for wide applicability in finance practice and policy
 - scoping and leading collaborative initiatives to identify and deliver systemic sustainable finance solutions
 - identifying education opportunities which motivate and enable sustainability action in financial institutions
- Oversee and, where appropriate, personally lead the delivery of complex projects and project teams led by Programme Directors and Programme Managers, continuously improving team knowledge, efficiency and performance.
- Contribute expert input to sustainable finance-related bids and proposals developed by other teams, eg commissioned research, resource development, dialogue facilitation, collaborative initiatives and executive education.

Team Leadership

- Lead the team's contribution to building alignment, synergies and efficiencies of strategy and implementation across CISL practice and services areas to optimise overall progress towards mission.
- Provide an inspirational model for the sustainable finance team, enabling it to continually improve its performance, integrity and impact.
- Line manage Programme Directors.
- Look after the wellbeing of team members, ensuring work is adequately resourced at all times.

External Relations, Marketing and Communications

- Represent CISL at high-level fora including conferences, roundtables and dinners.
- Initiate and develop high-level external contacts to drive CISL's strategy and business plan.
- Initiate and develop contacts within the University to drive CISL's strategy and business plan.
- In cooperation with the Communications team, oversee the design and implementation of a marketing and communications plan for the team.

Quality Control Systems and Procedures

- Oversee and, where necessary, develop operational quality and risk control systems for the team.
- Comply with national, University and CISL Health and Safety and Environmental regulations and policy.

Person Profile

This section details the knowledge, skills and experience required by the role.

Education and qualifications

- Educated to degree level (postgraduate qualification in a relevant area desirable).
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Relevant experience

- Experience of working with institutions and stakeholders in sustainable finance.
 - Insight into leading practice and evolving opportunities for impact in sustainable finance.
 - Experience of convening and facilitating organisations to co-create innovative solutions.
 - Experience of commissioning and harnessing research to develop new thinking in sustainable finance.
 - Awareness and knowledge of major global issues, with a deep understanding of how they relate to financial institutions' risk, opportunity and leadership.
 - Experience of working at a leadership level in organisations, with immediate credibility at a senior executive level.
 - Ability to lead strategies in complex, fast-moving and virtual teams.
 - Repertoire of approaches to enabling change, including organisational strategies, research and analysis, innovation and policy influence.
 - Experience of product design and innovation, harnessing research and analysis in ways that respond to client needs.
 - Experience of leading and growing teams, and managing people.
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Interpersonal and communication skills

- Strong relationship management skills with a proven ability to build, grow and maintain rapport with peers, clients, partners, sponsors and external stakeholders.
 - Excellent written and oral communication skills, including the ability to present complex ideas clearly and concisely to senior audiences.
 - Track record of facilitating dialogue among senior executives.
 - Strong business development and client management skills.
 - Strong people and team management skills, based on well-developed emotional and empathetic skills.
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Desirable

- Fluency in another major global language.
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- Problem-solving skills and the ability to develop solutions within complex institutional, project, commercial and stakeholder contexts.
- Strategy development and delivery skills, and fluency with business and financial planning and reporting.

Additional requirements

- Demonstrable interest in sustainable finance and commitment to the values underpinning CISL's work.

Desirable

- Experience of an academic research environment and culture.
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Terms and Conditions

Location	CISL, 1 Trumpington street, Cambridge, CB2 1QA, UK
Working pattern	Full time
Hours of work	There are no formal conditions relating to hours and times of work but you are expected to work such hours as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.
Length of appointment	Permanent
Probation period	Nine months
Annual leave	Full time employees are entitled to annual paid leave of 33 days, plus public holidays. Three days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.
Pension eligibility	You will automatically be enrolled to become a member of the Universities Superannuation Scheme (USS). For further information please visit: www.pensions.admin.cam.ac.uk/
Retirement age	The University does not operate a retirement age for Unestablished Academic Related staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the [Right to Work page](#) within the 'Applying for a job' section of the University's Job Opportunities pages helpful.

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account, if you have not already, and log in before completing the online application form.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at human.resources@cisl.cam.ac.uk.

General Information

The University of Cambridge Institute for Sustainability Leadership

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential Institute developing leadership and solutions for a sustainable economy.

Our *Rewiring the Economy* framework shows how the economy can be 'rewired', through focused collaboration between business, government and finance institutions, to deliver positive outcomes for people and environment in pursuit of the UN Sustainable Development Goals (SDGs).

For over three decades we have built individual and organisational leadership capacity and capabilities, and created industry-leading collaborations, to catalyse change and accelerate the path to a sustainable economy. Our Rewiring Leadership framework sets out our model for the leadership needed to achieve this.

Our interdisciplinary research engagement builds the evidence base for practical action, through a focus on six cross-cutting themes critical to the delivery of the SDGs: sustainable finance, economic innovation, inclusive development, natural capital, future cities and leadership.

What we do

- Build the leadership capacity of individuals to create the [future we want](#) through [executive](#) and [graduate](#) education.
- Develop the capability of organisations and regions to lead this transition through our advisory services and [customised programmes](#).
- Our work is underpinned by multidisciplinary [research](#) and grounded in practitioner insights from exceptional people from business, policy, civil society and academia.
- Catalyse innovation and solutions through our [business and policy leaders groups](#), and working with individual organisations.
- Facilitate collaboration and dialogue across conventional boundaries through our [business and policy leaders groups](#).

Who we work with

Each year we work with business, government and finance leaders in over 250 organisations including consumer brands, global banks and national governments, attracting more than 1,200 delegates into our programmes. The [Unilever Young Entrepreneurs Awards](#), delivered by Unilever and CISL, help young sustainability entrepreneurs achieve scale for impact.

Our core activities are supported by our [Strategic Partners](#), a small group of leading businesses who commit funds and advice to ensure our work is focused on the most material challenges and on the areas of greatest potential impact.

A global network for change

We have a leadership Network of over 8,000 senior leaders and practitioners from business, government and civil society who have an impact in every sector and on every continent.

Our work also draws upon an expert group of Fellows and Senior Associates, comprised of business leaders, academics and other influential thinkers who have direct experience of working to address sustainability challenges.

HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives including The Prince of Wales Global Sustainability Fellowship Programme, The Prince of Wales's Business & Sustainability Programme, and The Prince of Wales's Corporate Leaders Group.

Where we work

We operate in countries across six global regions – UK and Europe, sub-Saharan Africa, Latin America, Asia and the Middle East. We have offices in Cambridge, Brussels and Cape Town, with delivery partners in Beijing, Chile, Melbourne and the UAE.

The University of Cambridge

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are an excellent resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow. The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources in both widening access and financial support.

The 31 Colleges are self-governing, separate legal entities that appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus

and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> that we hope you will find helpful.

What the University can offer you

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated 'outstanding' workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to donate to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we ranked in the top 100 employers for lesbian, gay and bisexual CISL Further Information, Director of Sustainable Finance

(LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer's schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68814 or by email on human.resources@cisl.cam.ac.uk.