<table>
<thead>
<tr>
<th>Job title</th>
<th>Executive Assistant to the Director</th>
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<tbody>
<tr>
<td>Grade</td>
<td>6</td>
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<tr>
<td>Salary range</td>
<td>£28,660 – £34,189</td>
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<tr>
<td>Staff Group</td>
<td>Assistant Staff</td>
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<tr>
<td>Portfolio/Team</td>
<td>Operations</td>
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<tr>
<td>Department / Institution</td>
<td>University of Cambridge Institute for Sustainability Leadership</td>
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**Role Summary**

The University of Cambridge Institute for Sustainability Leadership is a globally influential institute within the University of Cambridge developing leadership and solutions for a sustainable economy.

This exciting role within the Operations team is an opportunity for an energetic and professional Executive Assistant. You will be joining a fast growing but 30 year old institute, working at the interface between academia and the private sector towards our mission. Your work has the potential to support senior leaders and young entrepreneurs in every industry and on every continent to develop solutions to critical global challenges.

The Executive Assistant provides high-level administrative and personal support to the Director of CISL who in turn has responsibility for maintaining a strategic overview of CISL’s activities. The role will ensure the Director is able to focus their time on productively and effectively engaging in strategy, team management and external outreach.

This role will have considerable impact externally as the role holder will have frequent and extensive contact, both proactive and reactive, with senior business, political and policy leaders, potential clients, funders, senior leaders of partner organisations, and may often be their main point of contact with CISL. The quality of the role holder’s communications and the level of efficiency they demonstrate in arranging and coordinating meetings are likely to be taken as indicators of the way in which CISL conducts its business and the quality of service it provides. They will be supported by an Administrative Assistant who will be line managed the Executive Assistant.

We are therefore looking for a driven and professional candidate with demonstrable experience as a high level Executive Assistant, with significant communication and senior stakeholder relationship expertise.
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 for.

Executive Administration Support

- Provides a comprehensive executive and administrative support service to the Director of CISL, making administrative decisions on their behalf in their absence, such as setting deadlines for incoming material.
- Manages diaries, assesses the availability and wishes of the Director to meet individuals, and sets up a wide range of complex internal and external meetings held both in Cambridge and elsewhere.
- Manages the schedule of meetings, plans and manages the Director’s overall working day to ensure an appropriate balance of meetings, incorporating meeting follow up activity.
- Acts as a primary point of contact for the Director; manages communications with senior members within the University and externally.
- Opens, reads and acts on mail and e-mails received. Prioritises actions to be taken, replies without intervention when appropriate, drafts responses and organises papers for signature.
- Draws attention to matters that require urgent action and prepares the groundwork ready for response. Liaises with appropriate staff for action in the event of a manager’s absence.
- Liaises by letter, telephone, email and in person with senior staff, academics and stakeholders.

Meeting Support and research

- Undertakes preliminary research using a wide range of information sources. Reads papers from committees and key meetings, prepares briefing notes and summarises headlines for the Director.
- Reads (or prepares when appropriate) agendas for meetings, ensures all relevant documents and files are available.
- Maintains filing system, including confidential files, committee papers and records to enable easy access and retrieval of documents.
- Prepares and drafts presentations for committees, attends meetings, prepares agendas, takes minutes, circulates actions, and identifies follow-up actions.
- Supports the Board meetings in relation to agenda organisation, meeting logistics, minute taking and support of actions tracking.

Project and Event Management

- Manages projects as required; including but not limited to fundraising support.
- Researches, collates and presents information, conducts searches for the Director, assembles and
prepares information for inclusion in briefing notes, annual reports, publications and presentations.

- Liaises with senior members of the Institute, School and University to request input into projects for the Director and sets appropriate deadlines and follow up as necessary.

- Organises events such as meetings, seminars, publicity events and visits by high profile figures visiting the Director.

- Arranges programmes for visitors, including those with a high international profile, funding bodies, senior stakeholders and potential donors, including arranging meetings and visits to CISL.

- Manages the Director’s (and others as required) travel arrangements and itineraries within Cambridge, UK and overseas. Clarifies visa requirements, books flights and liaises closely with conference/seminar organisers at destination ensuring personal preferences are incorporated where possible.

**Office Administration**

- Takes responsibility for office administration, co-ordinating administrative processes; liaises closely with staff at all levels to ensure that the work of the Director’s office is in line with work undertaken in other parts of the CISL.

- Maintains a comprehensive filing system including, data management systems for confidential files, committee papers and records, updates and amends procedures and processes.

- Maintains internal management systems as necessary.

- Assists with reception duties, answering the telephone when required and greeting visitors.

- Provides facilities management support, including maintaining office equipment, arranges for repairs, replacements and supplies, maintain stationery supplies, management and use of space.

**Financial and HR Administration**

- Processes expenses for the Director and visitors, manages funds e.g. travel and non-project budgets, monitor expenditure against budgets, raises purchase orders and invoices in line with University financial procedures and financial regulations.

- Amends data on a monthly basis (by entering actual figures) on non-project budgets falling within the individual areas of responsibility of the Director and deputies.

- Supports HR related activities such as the recruitment process for the Institute. Arranges draft adverts for roles requested by the Director and helps facilitate interviews for candidates arriving at CISL.

- Takes part in the recruitment process as a panel member when required.

**People Management**

- Line manages/supervises junior administrative staff.

- Contributes to the training of new staff by demonstrating the work or by having new staff ‘shadow’
them, if required.

- Acts as a mentor and role model for new members of the administrative staff team.

**Person Profile**

This section details the knowledge, skills and experience we require for the role.

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>• Educated to degree level/Level 6 vocational qualification or equivalent level of practical experience.</th>
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<tr>
<th>Interpersonal &amp; communication skills</th>
<th>• Demonstrates advanced knowledge of Executive Assistance involving a critical understanding of relevant theory and/or principles.</th>
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<td></td>
<td>• The capacity to build relationships with senior leaders in the public, private and not for profit sectors nationally and internationally.</td>
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<td></td>
<td>• Excellent communication &amp; interpersonal skills.</td>
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<table>
<thead>
<tr>
<th>Interpersonal &amp; communication skills</th>
<th>• Excellent organisational skills.</th>
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<td></td>
<td>• Excellent written English and grammar skills to regularly draft correspondence.</td>
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<td></td>
<td>• Confident and proactive, able to work using own judgement and initiative to make decisions on behalf of the Director where appropriate.</td>
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<td>• Discretion and diplomacy in dealing with confidential information and sensitive issues and high profile contacts.</td>
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<tr>
<th>Relevant experience</th>
<th>• Significant experience of working as an Executive Assistant to a Senior Executive in a commercial environment with responsibility for complex diary management and international travel planning.</th>
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<td>• Experience of developing and reviewing administrative processes and systems.</td>
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<td>• Experience with researching for reports, presentations, fundraising proposals and projects.</td>
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<td></td>
<td>• Experienced of project management.</td>
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<td>• Ability to meet the requirements of a dynamic and often complex workload, with changing priorities and many interruptions.</td>
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<td>• Events management experience (desirable).</td>
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<td>• Previous experience of managing a more junior assistant (desirable).</td>
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Additional requirements

- A demonstrable interest in Sustainability and committed to the values that underpin CISL's work.
- Highly competent in standard software packages, e.g. Word, Excel, Access and Outlook.
- Prior fundraising experience (desirable).

Terms and Conditions

Location
CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK

Working pattern
Full time

Hours of work
36.5 hours per week

Length of appointment
Permanent

Probation period
6 months

Annual leave
Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. 3 days (exclusive of public holidays) must be taken during the period when CISL closes between Christmas and New Year.

Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.

Pension eligibility
You will automatically be enrolled to become a member of Cambridge University Assistants' Contributory Pension Scheme (CPS).

For further information please visit: www.pensions.admin.cam.ac.uk/

Retirement age
The University does not operate a retirement age for Assistant staff

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can 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 (please see http://www.jobs.cam.ac.uk/right/have/).

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

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**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.

Through leadership and collaboration between business, government and finance institutions, we believe the economy can be ‘rewired’ to deliver positive outcomes for people and the environment.

We support this by:

- Building the leadership capacity of individuals
- Developing the capability of organisations
- Facilitating collaboration and dialogue across conventional boundaries
- Catalysing innovation and solutions
- Building the evidence base for action

Each year we work with business, government and finance leaders in over 250 organisations and more than 1,200 individuals complete one of our graduate or executive programmes.

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. Their experience and insights shape our work, which is underpinned by multidisciplinary academic research.

Our activities span the breadth of sustainable development, with particular focus on six key areas critical to the transition to a sustainable economy:

1. **Sustainable finance** – How can we create a finance system that rewards long-term thinking?
2. **Economic innovation** – How will industries, jobs and markets evolve, and how should public policy and business ensure economic development is inclusive and sustainable?
3. **Inclusive development** – How can companies become agents of improved health and livelihoods, whilst providing more equitable access to income and opportunity?
4. **Natural capital** – How can companies sustain the natural world and its resources through their strategies and operating practices?
5. **Future cities** – How can cities develop vibrant communities of healthy people, supported by clean, green energy, food, water and transportation systems?
6. **Leadership** - How can individual and organisational leaders shape the economy to deliver positive sustainability outcomes, whilst ensuring successful and resilient organisations?

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

HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives.
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 https://www.hr.admin.cam.ac.uk/hr-staff/information-new-starters/accommodation-service

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 (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 Resources team, who are responsible for recruitment to this position, on +44 12237 68814 or by email on human.resources@cisl.cam.ac.uk.