Further Information

<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>£28,098 – £33,518</td>
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<tr>
<td>Staff Group</td>
<td>Assistant Staff</td>
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<tr>
<td>Portfolio/Team</td>
<td>Business Services</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 new and exciting role within the Business Services team is an opportunity for an energetic, professional and dynamic Executive Assistant to the Director. 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 dynamic, 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.

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, e.g. risk register.

- 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 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.

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<tr>
<th><strong>Education &amp; qualifications</strong></th>
<th>Educated to degree level/Level 6 vocational qualification or equivalent level of practical experience.</th>
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<td>Demonstrates advanced knowledge of Executive Assistance involving a critical understanding of relevant theory and/or principles.</td>
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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>Excellent communication &amp; interpersonal skills.</td>
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<thead>
<tr>
<th><strong>Interpersonal &amp; communication skills</strong></th>
<th>Excellent organisational skills.</th>
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<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><strong>Relevant experience</strong></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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<tr>
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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></td>
<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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<tr>
<th><strong>Additional requirements</strong></th>
<th>A demonstrable interest in Sustainability and committed to the values that underpin CISL's work.</th>
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<td>Highly competent in standard software packages, e.g. Word, Excel, Access and Outlook.</td>
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• Prior fundraising experience (desirable).

Terms and Conditions

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<tr>
<th>Location</th>
<th>CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK</th>
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<tr>
<td>Working pattern</td>
<td>Full time</td>
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<tr>
<td>Hours of work</td>
<td>36.5 hours per week</td>
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<tr>
<td>Length of appointment</td>
<td>Permanent</td>
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<tr>
<td>Probation period</td>
<td>6 months</td>
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<tr>
<td>Annual leave</td>
<td>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.</td>
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<tr>
<td>Pension eligibility</td>
<td>You will automatically be enrolled to become a member of Cambridge University Assistants’ Contributory Pension Scheme (CPS). For further information please visit: <a href="http://www.pensions.admin.cam.ac.uk/">www.pensions.admin.cam.ac.uk/</a></td>
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<tr>
<td>Retirement age</td>
<td>The University does not operate a retirement age for Assistant staff</td>
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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
General Information

The University of Cambridge Institute for Sustainability Leadership

The University of Cambridge Institute for Sustainability Leadership (CISL) brings together business, government and academia to find solutions to critical sustainability challenges.

Capitalising on the world-class, multidisciplinary strengths of the University of Cambridge, CISL deepens leaders’ insight and understanding through its executive programmes; builds deep, strategic engagement with leadership companies; and creates opportunities for collaborative enquiry and action through its business platforms.

Over 25 years, we have developed a leadership network with more than 7,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff. HRH The Prince of Wales is the Royal Founding Patron of CISL and has inspired and supported many of our initiatives.

The University of Cambridge

The University of Cambridge is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

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

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

  We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

  We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (http://www.accommodation.cam.ac.uk/) will also be available to help you find suitable rented
accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

  If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at [http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits). A range of information about living and working in Cambridge is also available to you within the University’s web pages at [http://www.jobs.cam.ac.uk/](http://www.jobs.cam.ac.uk/) and [http://www.hr.admin.cam.ac.uk/hr-staff/information-staff](http://www.hr.admin.cam.ac.uk/hr-staff/information-staff).

**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 were 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.