<table>
<thead>
<tr>
<th>Job title</th>
<th>HR Manager (Maternity Cover)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>8</td>
</tr>
<tr>
<td>Salary range</td>
<td>£36,261 - £48,677</td>
</tr>
<tr>
<td>Staff Group</td>
<td>Academic Related (Unestablished)</td>
</tr>
<tr>
<td>Portfolio/ Team</td>
<td>Human Resources, Operations</td>
</tr>
<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 (CISL) is a globally influential institute, developing leadership and solutions for a sustainable economy. There are currently 80 members of staff working from CISL’s three offices (Cambridge, Brussels and South Africa) and this is expected to grow significantly to over 100 in the next 5 years.

The HR Manager provides a critical, comprehensive and generalist Human Resources management service to all staff at CISL, working within the University’s policies and procedures, and towards the CISL People Plan. The role holder ensures CISL and its subsidiary companies comply with employment legislation and best practice. This also involves liaising with the University’s Central HR team to determine and communicate, as appropriate, the impact of changes to employment law and University procedures.

The HR Manager leads the management and implementation of CISL’s People Plan, and is actively involved in discussions and decisions relating to changes affecting staff, resource planning, recruitment and retention, and training and development requirements.

The role holder works with the CISL Executive Board and Executive Team to ensure that all HR practices are aligned with the business needs and strategic objectives. The role holder is also responsible for the management of the Recruitment Coordinator and the HR Administrator.

It is essential that the HR Manager is proactive in identifying potential issues and determining appropriate courses of action, as well as finding and implementing solutions to HR related issues that occur, under the direction of the Director and in consultation with Central HR.
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 Planning

- Leads the implementation of CISL’s People Plan, which has been designed to ensure CISL attracts and retains talent and fosters a positive culture within the Institute.
- Discusses recruitment requirements with managers and manages the recruitment approval process both within CISL and with Central HR and the School of Technology.
- Prepares and manages CISL’s recruitment plan, providing guidance on procedures and costs.
- Benchmarks salary, organisational structure and HR policies with other comparable roles and organisations and makes recommendations.
- Analyses and reports on HR management information such as staff turnover, sickness absence, use of agency staff etc., identifying trends and areas of concern and formulates and recommends solutions.
- Ensures senior managers are aware of the implications and effects of any proposed changes both in employment law and University policies and procedures.
- Proactively identifies issues which may have a negative impact on staff wellbeing, determines appropriate measures to address these issues and recommends solutions to the Executive Team.

Staff relations

- Builds and maintains trust and confidence with all levels of staff to ensure HR support is approachable and effective.
- Builds and maintains a strong relationship with the Executive Team to ensure they have direct access to HR-related advice and briefings.
- Appropriately manages employee relations cases (both non-standard and complex) as they arise, drawing on HR and institutional knowledge and involving the Central HR team as appropriate.
- Provides advice to managers regarding staffing issues, including capability, disciplinary, sickness absence etc. Guides managers through relevant processes and procedures and attends/leads meetings with staff as appropriate.
- Works with managers and staff to resolve problems and difficulties where possible, which may include involvement in negotiating settlement agreements or other exit strategies.
- Drafts confidential HR-related documents and reports for the Director/ Executive Board, and supports them in implementing solutions.
- Monitors staff welfare/wellbeing.
• If necessary, manages redundancy processes including consultation with staff and liaison with Central HR.

• Acts as facilitator in meetings between staff where problems/issues arise.

**Training & Development**

• Ensures training and development plans are included in all appraisal processes and supports and monitors their implementation in a timely and effective manner, providing training support and advice as needed.

• Determines CISL-wide training needs through consultation with team leaders and line managers, and collates and analyses information from appraisals.

• Designs and organises long-term training and development programmes delivered by both internal and external providers.

• Formulates and manages any secondment processes, consulting with managers and staff and guiding them through the complexities of these arrangement, providing feedback to applicants and managers as required.

• Prepares and arranges/delivers training sessions to managers and other staff as appropriate on HR related matters such as Employment Law, recruitment, change management, stress management etc.

• Makes recommendations on grading and contribution rewards.

**Policies and procedures**

• Manages and implements the actions of the CISL’s People Plan, which is designed to attract and retain talent and ensure a positive culture within the Institute.

• Maintains and reviews HR procedures as required e.g. induction, appraisal, probation, ensuring that they are consistent with University policy (and national legislation, in the case of international subsidiary companies) and the strategic objectives of CISL.

• Ensures all CISL staff are aware of relevant University HR policies and procedures.

• Determines the most appropriate application of HR policies to non-standard situations.

• Contributes to the development and implementation of policies in other areas of Operations, providing guidance and advice for members of the Operations team.

**Recruitment**

• Develops and implements a recruitment strategy to ensure that CISL secures the strongest possible fields of candidates for its vacancies.

• Oversees CISL’s recruitment processes, ensuring all necessary systems are in place and implemented, and regularly reviewed.
• Advises on appropriate salary packages, and ensures consistency of salaries for all staff groups.
• Considers and advises whether market supplement and recruitment incentive payments would be appropriate and should be applied for.
• Leads on negotiations with executive search firms and oversees the delivery of commissioned searches.
• Oversees the process of seeking permission from the School of Technology and Central University administration as appropriate.
• Oversees probation procedure for all staff. Liaises with managers and the Executive Team to ensure the procedure is followed and any difficulties are identified and dealt with appropriately in a timely manner.
• Ensures exit interviews are carried out and provides feedback to managers.

**International companies**

• Develops HR policy, management systems and employee guidance for CISL’s international companies, taking account of local jurisdiction, commissioning local legal, salary and HR advice as appropriate.
• Develops appropriate salary scales and T&Cs for international companies, taking account of local jurisdiction and market conditions.
• Guides negotiations in relation to offers to employees and consultants working within international companies.
• Oversees staff relations with staff employed by international offices.

**Relationship building**

• Works closely with Directors on all HR related issues, including any decisions that will impact staff. Inputs into these decisions and guides senior managers through the planning and implementation stages of making any changes.
• Builds and maintains relationships within the wider University, including the School HR Business Manager and HR Adviser, Grading and Reward, the School of Technology, Occupational Health.
• Ensures candidates and applicants have a good experience of CISL during recruitment process.
• Builds and maintains relationships with externals e.g. employment agencies, training providers.
• Maintains contacts with other HR Professionals to share knowledge and experience, to keep up to date in HR and employment law issues.

**Team and Line management**

• Line manages the HR Recruitment Coordinator and HR Administrator.
• Identifies and address personal development and training needs.

• Undertakes a full range of management responsibilities; including but not limited to conducting regular meetings to discuss workload, successes and identifying and overcoming problems, performance reviews, identifying development/learning opportunities.

Financial management

• Works with the Business Operations Manager and Director of Operations to produce annual Institute-wide financial budgets for salaries, recruitment and training and development.

• Monitors and reports expenditure against these budgets and accounts for any variances.

HR administration

• Acts as the primary HR Systems contact for the Institute with full access to all data including salaries.

• Manages and maintains confidential staff files with support from CISL HR team.

• Oversees and enhances HR processes for new appointments, leavers, changes to contracts, etc.

• Processes and report on University HR initiatives within the Institute (e.g. regrading applications and the annual Contribution Reward Scheme).

• Support HR administration for CISL’s subsidiary companies under the guidance of Executive Directors.

Person Profile

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

Education & qualifications

• Educated to degree level.

• Holds a CIPD qualification (Level 7) or equivalent experience.

Relevant experience

• Strong record of accomplishment in an HR advisory capacity involving recruitment, employee relations, policy development, staff development and problem resolution.

• Demonstrable experience of dealing with complex and sensitive people issues and employee relations cases.

• Experience of line managing and developing staff.

• Experience and ability to prepare and manage budgets.

• Strong understanding and knowledge of UK employment law and best practices relating to all areas of HR.
**Specialist knowledge and skills**

- Knowledge of (or ability to acquire rapidly) University of Cambridge policy and practice across all HR activities.
- Knowledge of (or ability to require rapidly) employment law and best practice in regions in which CISL has subsidiary companies or staff: South Africa and Belgium.

**Interpersonal and communication skills**

- Honed interpersonal skills in rapport building, empathy, tact, diplomacy, persuasiveness, listening skills and facilitation skills.
- Exceptional level of English, both oral and written, including ability to draft text that is succinct yet conveys the essential information in a logical sequence.
- Ability to build relationships with all levels of staff within the Institute and the University as well as with external contacts such as employment agencies and head-hunters.
- Demonstrable personal and professional authority to generate confidence across the range of HR activities.

**Additional requirements**

- An ability to prioritise a heavy workload, multi-task and remain calm when working under pressure.
- Highly proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Very strong problem-solving skills and solution driven.
- Strong business acumen.

**Terms and Conditions**

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<thead>
<tr>
<th>Location</th>
<th>CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK</th>
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<tbody>
<tr>
<td>Working pattern</td>
<td>Full time</td>
</tr>
<tr>
<td>Hours of work</td>
<td>There are no formal conditions relating to hours and times of work but are expected to work such hours and days 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.</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>Fixed-term (12 - 15 months or when the permanent post-holder returns, whichever is the earlier date)</td>
</tr>
<tr>
<td>Probation period</td>
<td>3 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>Full time employees are entitled to annual paid leave of 33 days, plus public holidays. 3 days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.</td>
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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 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.

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.

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.

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HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives.

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**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](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](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/](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 1223 768814 or by email human.resources@cisl.cam.ac.uk.