## Role Summary

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

Reporting to the Executive Assistant to the Director, this new and exciting role provides a high level of professional administrative support to the Executive Director - Education, and the Executive Director - Sustainable Economy. Each Executive Director has responsibility for maintaining a strategic overview of a range of CISL’s activities and providing guidance to members of staff responsible for the day-to-day operation of specific functions or projects that fall within their responsibility.

The role will be line managed by the EA to the Director and sit within the Business Services Team.

## 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.*

### PA support

- Provide PA support to Executive Directors.
- Diary management.
- Manage daily incoming information, circulate and respond appropriately:
  - Open, read and act on mail and emails received. Prioritise action to be taken, reply without intervention when able, draft responses and organise papers for signature.
  - Draw attention to matters that require urgent action and prepare the groundwork ready for response; liaise with appropriate staff for action in the event of the Executive Director’s absence.
• Make potentially complicated travel arrangements.

• Meeting support:
  
  – Arrange meetings (e.g. book venues, arrange catering), prepare agendas and papers, take minutes, circulate and follow up action points.
  
  – Read agendas for meetings, ensure all relevant documents and files are available, maintain filing system, including confidential files, committee papers and records to enable easy access and retrieval of documents.

Administration

• Provide administrative support to Executive Directors.

• Maintain information flow within the organisation and the wider University community acting as liaison with the department, University and external stakeholders.

• Manage compilation of key reports for Executive Board, Management Board, and for CISL’s Patron, through liaison with key team directors.

• Prepare documents for publication and circulation.

Financial Administration

• Handle expense claims.

• Processing expenses, including administer procurement processes, collate information and complete paperwork for payroll, check and record expense claims.

Events Support

• Organise events such as meetings, seminars, lunches and dinners.

• Provide administrative support including, prepare documents and responding to enquiries including press enquiries.

Person Profile

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

Education & qualifications

• A levels, level 4/5 vocational qualification or equivalent level of practical experience.

Relevant experience

• Previous PA/Secretarial administrative experience.
• Experience working in a fast-paced office environment.

• Experience working with executive level management, senior stakeholders and VIPS.

• Highly competent in standard software packages, e.g. Word, Excel, Access and Outlook.

• Excellent organisational skills.

**Interpersonal & communication skills**

• Good time management and ability to prioritise a diverse and changing workload.

• Excellent communication and interpersonal skills.

• Demonstrate factual and theoretical knowledge of Personal Assistant/Secretarial work.

**Additional requirements**

• A demonstrable interest in sustainability and committed to the values that underpin CISL’s work.

**Terms and Conditions**

<table>
<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>Part time</td>
</tr>
<tr>
<td>Hours of work</td>
<td>18.25 hours per week (50% FTE)</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 36 days inclusive of 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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<tr>
<td>Pension eligibility</td>
<td>You will automatically be enrolled to become a member of Cambridge University Assistants’ Contributory Pension Scheme (CPS). Pension scheme details are available at <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>.</td>
</tr>
<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.

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 (CISL)

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