Further Information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior Project Manager</th>
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<tbody>
<tr>
<td>Grade</td>
<td>7</td>
</tr>
<tr>
<td>Salary range</td>
<td>£29,799—£38,833</td>
</tr>
<tr>
<td>Staff Group</td>
<td>Corporate Relations and Communications</td>
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<tr>
<td>Department / Institution</td>
<td>University of Cambridge Institute for Sustainability Leadership</td>
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**Role-specific information**

**Role Summary**

The University of Cambridge Institute for Sustainability Leadership (CISL) 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 Corporate Relations and Communications team is an opportunity for an energetic, dynamic Project Manager to contribute to some of CISL’s highest profile projects – from its Strategic Partnerships with companies to the Unilever Sustainable Living Young Entrepreneur Awards 2018.

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 Corporate Relations and Communications team has responsibility for contributing to CISL’s long term goals by building CISL’s reputation and profile as a global thought leader, working with leaders to tackle critical global sustainability challenges. The team manages and co-ordinates CISL’s relationship with our Strategic Partners and supports CISL’s Graduate and Executive Education, and Business and Policy Platform portfolios in the development of long term impactful relationships with the private sector. Working collaboratively across CISL’s Education and Platforms portfolios the team supports the acquisition and on-boarding of new private sectors clients (both individuals and organisations) through external brand and reputation, direct marketing, and the development of tools and approaches that support best practice client relationship management (e.g. from CRM systems, to internal protocols).

The purpose of this role is to support the delivery and development of significant new and existing client projects across the institute and specifically, in 2018, the Unilever Sustainable Living Young Entrepreneur Awards, run in partnership between Unilever and CISL since 2014.

Under the direction of the Director of Corporate Relations and Communications, the Project Manager will be responsible for the delivery of key aspects of the Unilever Sustainable Living Young Entrepreneur Awards 2018, including the assessment process for applications, the Cambridge Accelerator Programme, and the provision of Mentoring of finalists by Cambridge experts.
The Senior Project Manager will also work with the Director of Corporate Relations and Communications in the development and delivery of a refreshed Clients strategy; to manage the relationship with CISL’s Strategic Partners; and to provide project management for new institutional client opportunities.

The role holder will support others to develop and maintain significant relationships and new areas of work. Therefore experience and a desire to work directly with corporate clients is a distinct advantage, in addition to an understanding of the sustainability agenda.

**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.*

### Project Management

- Manages and delivers key aspects of the Unilever Young Entrepreneur Awards 2018, including the assessment process for applications, the Cambridge Accelerator Programme, and the provision of mentoring of finalists by Cambridge experts.

- Provides Project Management for internal projects, ad hoc client opportunities and the relationship with CISL’s Strategic Partner companies. Ensuring that relationships are maintained, opportunities are progressed prior to being embedded in a portfolio and that Partners are able to extract the full value and impact of working across CISL’s portfolios and programmes.

- For all projects; designs and applies an appropriate project management framework, identifies deviations from Project Plans and initiates preventative and/or corrective action by tailoring expert knowledge to meet specific circumstances. Reports regularly through agreed reporting lines on project progress, both orally and in writing, providing advice based on extensive experience.

- Manages the internal project team responsible for marketing and delivering projects within their portfolio; including planning and organising the team’s work throughout the duration of the project.

- Manages project closure process, production of programme reports and publications and prepares project debrief report, incorporating lessons learned.

### Relationship Management and Client Development

- Be the primary day to day contact for significant client projects, controlling information flows both verbal and written, ensuring that projects are delivered to time and quality, and that the desired impact and client satisfaction are achieved.

- Establishes procedures for recording and monitoring potential and established partnerships.

- Initiates and develops external contact network and the network within the University to support CISL’s strategic objectives and to build external reputation, in writing, by telephone and face to face.
**Financial Management**

- Creates for approval, manages and monitors assigned project budgets, monitoring income and expenditure to budget.
- Advises Portfolio director if decisions being made could have a significant effect on the financial balance of a project.
- Undertakes contracting with external venues and contributors.

**People Management**

- Line manages, either directly or in a matrix environment, key staff in the delivery of client work, such as Project Coordinators and administrative support.
- 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. Works with own line manager to update them on staff performance advising on key issues or concerns.
- Works collaboratively with team members to develop strong team spirit.
- Provides training to new Project Coordinators and staff from other teams in project procedures as necessary.

**Quality Management, contingency planning and development**

- Owns, develops and maintains project procedures, processes and systems to ensure that best practice is disseminated through CISL, including international offices.
- Conducts regular evaluations to ensure that policies and practices are continuously improved.
- Anticipates and manages project risks by alerting project director and developing contingency plans when things do not progress as expected.
- Develops new strategies & systems to address specific aspects of CISL’s activities (e.g. marketing, operational delivery) as required by senior management.
**Person Profile**

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

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>Relevant degree level qualification or equivalent professional experience.</th>
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<tbody>
<tr>
<td></td>
<td>• Understanding of project management terminology.</td>
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<tr>
<td></td>
<td>• Excellent written and verbal communication skills with the ability to deliver work without grammar, punctuation or spelling mistakes.</td>
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<tr>
<td></td>
<td>• Ability to produce reports/documents to a professional standard.</td>
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<td></td>
<td>• Excellent planning and organisational skills.</td>
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<tr>
<td>Interpersonal &amp; communication skills</td>
<td>• Excellent interpersonal skills with ability to build effective relationships with internal and external stakeholders at all levels.</td>
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<td></td>
<td>• Working knowledge of communication platforms and project management software, Client Management Databases and standard software packages e.g. Word, Excel, PowerPoint, Outlook.</td>
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<td></td>
<td>• Good team working skills, potential to coach/train others in systems and procedures.</td>
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<td></td>
<td>• Knowledge and familiarity with the language/terminology used in the field of Sustainable development and education (desirable).</td>
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| Relevant experience | • Significant experience in a relevant communications or marketing role, demonstrating knowledge of a broad range of internal and external communications disciplines. |
|                    | • Demonstrable project management experience, with a track record of delivering high impact projects, and the application of processes, tools and techniques to project activities. |
|                    | • Experience of financial management in relations to projects, including drawing up and monitoring budgets and re-forecasting. |
|                    | • Experience of managing significant client engagements. |
|                    | • Experience leading the development, revisions and implementation of new or existing policies, procedures and systems. |
|                    | • Experience in the fields of corporate sustainability, social entrepreneurship, or start-ups (desirable). |
|                    | • Understanding and experience of the business sector (desirable). |
Additional requirements

- A demonstrable interest in Sustainability and committed to the values that underpin CISL’s work.
- Experience line managing junior staff (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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<tbody>
<tr>
<td>Working pattern</td>
<td>Full time</td>
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<tr>
<td>Hours of work</td>
<td>37 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>9 months</td>
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<tr>
<td>Annual leave</td>
<td>Full time employees are entitled to annual paid leave of 33 days, plus public holidays</td>
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<tr>
<td>Pension eligibility</td>
<td>You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. 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 Unestablished Academic Related 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.

The closing date for applications is 8 April 2018.

If you have any questions about this vacancy or the application process, please contact 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](http://www.cam.ac.uk/univ/works/index.html).

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/](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 sabbatical leave for academic staff.
  - 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, 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.