Further Information

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Role Summary

We are seeking a highly motivated Project Manager to join the Executive Education team. The successful candidate will manage a portfolio of events and projects, ensuring that all activities are managed to a consistent standard of excellence.

The individual will have experience in running and managing events from planning through event administration to delivery. They will also oversee research assignments and deliver short briefing documents to internal and external stakeholders. The role will demand individuals who are comfortable working to tight timelines, managing a range of projects and maintaining complex internal and external relationships.

CISL’s Executive Education team is growing. Over the past few years, we have begun to work with organisations around the world to help them solve some of the most significant issues facing society. We work with decision-makers from government, finance and business to help them grapple with key issues such as climate change, poverty alleviation and advances in technology, supporting them to improve their strategic responses and test new business models.

Applicants will be expected to demonstrate the following essential skills and experience:

- Experience of working in a fast-paced pressured environment as part of a project team;
- Experience of managing and delivering events;
- Proven ability to work within fast-paced flexible teams and deliver high quality work;
- Ability to maintain and build excellent relationships with internal colleagues and external stakeholders;
- Ability to produce accessible briefing documents and communicate efficiently;
- Ability to manage complex projects;
- Has a high level of competence across standard Microsoft software packages.

The following attributes are desirable:

- Knowledge of sustainability issues;
- Formal project management qualifications.
**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.*

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**Project Management and Delivery**

- Manages projects to ensure that they run professionally, within budget and to the agreed timeframe.
- Manages events, including preparation for events and seamless on-the-ground delivery. This includes on site risk assessment, liaison with the project team, stakeholders and attendees, and overseeing design and production of the event programme and materials.
- Liaises with key project stakeholders and prepares approaches to contributors and clients. Convenes meetings, facilitates high-level information flow on key variables such as costs, contractual arrangements and deals diplomatically with any conflicting issues that may arise.
- Conducts project specific research and develops and maintains a high-level of expert knowledge in fields related to project activities.
- Manages a range of projects at any one time, maximising synergies between projects, reviewing progress against targets and adapting project management accordingly as projects evolve.
- Co-ordinates a team to develop and deliver each project, ensuring that all members receive accurate briefings and clarity about progress.
- Manages project risks suitably.
- Ensures appropriate administrative and the Client Relationship Management (CRM) system are in use and maintained appropriately by the project team.
- Produces written and oral briefs, captures minutes from client meetings and produces reports and summaries for diverse external audiences for approval by Programme Manager/Director.

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**External Relations and Client Development**

- Responds to internal and external requests for information.
- Contributes to initiating, developing and deepening new and existing relationships/contacts; in writing, by telephone and face to face, representing CISL and its values to these contacts.
- Holds responsibility for co-ordinating, and sometimes managing, a number of key relationships including delivery partners and project sponsors, and supervising junior team members in their co-ordination of specific relationships.
- Supports the provision of material for a project bid/proposal to an external client.
Financial Management

- Manages and monitors budgets of assigned projects, including attending and contributing to formal budget review meetings.
- Manages contractual and payment processes for contributors and contractors. Ensures accurate and timely invoicing of clients.
- Contributes to financial planning of projects and drafts budgets for review by more senior staff.
- Assists more junior staff to understand the financial parameters of the projects they are working on and arranges budget training as required.

Line and Supervisory Management

- Supervises junior members of the project team, including carrying out training as necessary and assisting senior staff to assess and monitor resource requirements for project teams.
- Manages a junior member of staff; supports and monitors their wellbeing and performance, identifies development opportunities and secures higher-level agreement. Ensures workload is appropriate, completes line management paperwork in line with local policy.

Systems, Procedures and Processes

- Complies with, contributes to the development of, and implements management, financial, academic and operational quality control systems and procedures as appropriate.
- Ensures that more junior members of the team are aware of and trained in these procedures.
- Complies with CISL, University and local regulations, including in the areas of health and safety, environmental issues and confidentiality (such as GDPR).

Person Profile

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

Education & qualifications

- Relevant degree level qualification or equivalent professional experience.
- Formal project management qualifications (desirable).

Relevant knowledge and experience

- Experience of project management, including managing staff, financial planning and delivering work to a high quality within project budgets.
- Experience of working in a fast-paced pressurised environment as part of a project team.
- Experience of event management (project managing and delivering events).
Interpersonal & communication skills

- Ability to manage complex projects.
- Ability to produce accessible briefing documents and communicate efficiently.
- Ability to work on own initiative, often under time pressure, to manage competing priorities and to manage and coordinate others in this context.
- Ability to think strategically with good analytical skills with a high standard of attention to detail.
- Confident facilitator and excellent communicator, with strong written and verbal communication skills in order to make complex content accessible to a wide range of audiences.
- Ability to maintain and build excellent relationships with internal colleagues and external stakeholders.
- High level of competence across standard Microsoft software packages.

Additional requirements

- A demonstrable interest in Sustainability and understand the values that underpin CISL’s work.
- Understanding of sustainability issues and how they affect leadership in a business context (desirable).
- Experience line managing junior staff (desirable).

Terms and Conditions

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

**Working pattern**
Full time

**Hours of work**
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.

**Length of appointment**
Permanent

**Probation period**
9 months

**Annual leave**
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.

**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.

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](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 human.resources@cisl.cam.ac.uk.