Cambridge Institute for Sustainability Leadership (South Africa)

Director

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) works to build the leadership capacity necessary to tackle critical global challenges. CISL has a subsidiary branch based in Johannesburg, South Africa known as Cambridge Institute for Sustainability Leadership (South Africa) (CISL SA).

The Director’s role is to fulfil CISL’s wider mission to place the University of Cambridge at the heart of global efforts to create a resilient, sustainable global economy, with a particular focus on Southern Africa and potentially the rest of Africa.

The Director is responsible for developing CISL SA’s overall strategy and business plan, and for ensuring that all of the CISL SA activities are aligned with the Institute, as well as leading on business development, team leadership and management and thought leadership. The role holder will be a key external ambassador in the region, developing strong relationships with a range of senior audiences.

The Director routinely works with high-level executives including CEOs, Board members and senior executives in business and government and senior functional specialists (including strategy, finance, marketing, sustainability) to deliver CISL’s work.
Current Job Description

Position Title – Director

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.

Strategic Development

- Develop the overall strategic plan for CISL South Africa, in line with wider CISL strategy
- Ensure all CISL SA activity aligns to the strategic plan of the Institute, identifying new opportunities to further these plans through relationships and partnerships or new commercial opportunities

Business development

- Maintain awareness of leading practice in learning, leadership and change in organisations including leading practice in business-relevant systemic solutions to sustainability challenges and, apply this understanding to lead the team in the development of new initiatives and services and to inform the content and structure of existing ones.
- Prepare bids and proposals to secure new clients and income/funding from clients, sponsors and/or other sources in accordance with CISL’s strategic objectives and budget.
- Develop new relationships with senior executives in private and public sector organisations in order to understand the needs of potential clients / partners, and extend the scope of current initiatives
- Initiate, design and conduct applied research programmes, or contribute to their scoping as required, to enhance CISL’s understanding of learning, leadership and change in organisations, and apply this understanding to the development of new indicative
- Publish and / or present on issues of learning, leadership and change in organisations to enhance CISL’s knowledge and reputation in this field, and to develop relationships with potential clients and partners.

Business Management and Team Leadership

- Develop for approval the business plan for CISL SA, including producing and reporting against budgets and other management information systems as required. Accountable for variations in financial and management information reports (budgets v actual).
- Develop the resourcing plan for CISL SA including the role of internal staff and external consultants
- Lead the team in accordance with the team’s strategy, business plan and resourcing plan, including line management
- Lead relevant project teams, for both client and internal projects
- Lead the team’s collaborative engagement across CISL, building alignment, synergies and efficiencies of strategy and implementation across practice and service areas to optimise overall progress towards CISL’s mission

Programme Management and Delivery

- Manage complex projects and project teams within own portfolio of work, including the direction of Programme Directors and Managers in delivering the programmes for which they are responsible.
- Bring expert knowledge, advice and business acumen to the design and delivery of products and services including facilitation, analysis and report writing.
- Oversee the development of strategy and business plan, and oversee budgets for new and existing initiatives as part of the development and / or delivery process, and account for variance.
External Relations and Marketing

- Represent CISL at senior-level fora, through participation in external events and meetings.
- Initiate and develop high-level external contacts to support CISL’s strategy and business plan.
- Initiate and develop contacts within the University to support CISL’s strategy and business plan.
- Work with the Communications and Corporate Relations team to coordinate and oversee the design and delivery of an overall marketing and communications plan for CISL SA.
- Represent the point of view of CISL SA and the Institute in the media, through op-eds, podcasts, and radio/TV appearances.
- Lead the development of marketing and communications plans for individual products and services under their leadership.
- Contribute to marketing and communications materials as appropriate based on findings from conducting action research, and analysis of initiatives using client and participant feedback.
**Person Profile**

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

### Education and qualifications
- Educated to degree level
- Postgraduate degree in a relevant subject (D)

### Relevant experience
- Experience of identifying potential business opportunities and turn them into active revenue generating initiatives
- Experience of working in fields related to sustainability/sustainable development and having an understanding of how social and environmental issues relate to strategy, leadership and organisational risk and opportunity.
- Experience in working with senior leaders and/or mid-career professionals from business or the public sector and with institutions and other stakeholders that are directly relevant to the designated area.
- Experience of convening, presenting to and facilitating discussions with senior corporate audiences.
- Experience of product design and innovation, of developing and piloting new resources, and harnessing research and insight in ways that respond to client needs.
- Experience of commissioning and harnessing research to develop new thinking relevant to the team’s area of impact.
- Experience of business and financial planning and reporting, and of growing income through scaling existing initiatives, and developing new ones in response to client or market need
- Experience of leading and growing teams and managing people.

### Skills
- Strong relationship/client management and communication skills, including the ability to present complex ideas clearly and concisely to senior audiences and to facilitate discussions and network with senior leaders.
- Established track record in media communications, including the writing of op-ed pieces, conceptualisation and execution of podcasts, and the ability to conduct radio and television interviews.
- Business development and client management skills.
- Strong people and team management skills.
- Problem solving skills and the ability to operate effectively within complex contexts and to innovate to develop new solutions.
- Strategy development and implementation skills

### Additional requirements
- A demonstrable interest in Sustainability and committed to the values that underpin CISL's work
- Able to undertake national and regional travel on a regular basis, and occasional international travel as required
## Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>Cambridge Institute for Sustainability Leadership, Johannesburg, South Africa currently working from home, and other CISL and client offices or external venues as required.</th>
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</thead>
<tbody>
<tr>
<td>Working pattern</td>
<td>Full time</td>
</tr>
<tr>
<td>Hours of work</td>
<td>8 hours a day, 40 hours per week.</td>
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<tr>
<td>Length of appointment</td>
<td>Permanent position</td>
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<tr>
<td>Probation period</td>
<td>6 months</td>
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<tr>
<td>Annual leave</td>
<td>30 days per year</td>
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