Further Information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager (Executive Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Salary range</td>
<td>£29,176 - £34,804</td>
</tr>
<tr>
<td>Staff Group</td>
<td>Academic-Related</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Sustainable Finance</td>
</tr>
<tr>
<td>Department / Institution</td>
<td>University of Cambridge Institute for Sustainability Leadership</td>
</tr>
</tbody>
</table>

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) empowers leaders to build a sustainable economy. We do this by catalysing leadership through our business and policy platforms and world-class educational programmes, informed by research from the University of Cambridge and elsewhere.

CISL is a globally influential institute within the University of Cambridge, working with leaders to build a sustainable economy. Through focused collaboration between business, government and finance institutions, we believe the economy can be ‘rewired’ to deliver positive outcomes for society and the environment - in short to deliver the UN Sustainable Development Goals. HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives, including our flagship Executive Education programmes, collaborative platforms and our vision to 'rewire the economy'.

The role holder will be responsible for managing a range of education programmes and other projects across executive education. They will involve international business leaders, government officials, board members and senior functional staff (including HR, strategy, finance, marketing and sustainability). The role holder will also work and manage relationships with CISL Fellows and Senior Associates who support and contribute to the delivery of programmes and services and delivery partners across CISL’s international markets.

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 and delivery

- Manages projects to ensure that they run professionally, within budget and to the agreed timeframe.
- 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.

- 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 project team to develop and deliver each project, ensuring that the project team are kept informed of project progress and responds to and advises the team of any emerging risks.

- Ensures appropriate administrative systems and the Client Relationship Management (CRM) system are in use and maintained appropriately.

- 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 event programme and materials for events.

- Conducts project specific research and develops and maintains a high-level of expert knowledge in fields related to project activities.

- 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.

### 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.

- Responsible for co-ordinating, and sometimes managing, a number of key relationships including delivery partners, 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

- Is responsible for the supervision of work of any 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.

- May be assigned responsibility for line managing one junior member of staff, including:
  - Supporting and monitoring their wellbeing and performance.
  - Identifying development opportunities and securing higher level agreement.
  - Ensuring workload is appropriate.
  - Completing 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.  
<table>
<thead>
<tr>
<th></th>
<th>Formal project management qualifications (desirable).</th>
</tr>
</thead>
</table>
|                               | 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 pressured environment as part of a project team.  
|                               | Experience of event management (project-managing and delivering events). |
| **Relevant knowledge and experience** | Understanding of sustainability issues and how they affect leadership in a business context (desirable). |
|                               | Experience of working closely with senior stakeholders including business leaders and policy decision makers.  
|                               | Ability to manage complex projects.  
|                               | Ability to produce accessible briefing documents and communicate efficiently.  
|                               | High level of competence across standard Microsoft software packages. |
| **Interpersonal & communication skills** | Ability to work on own initiative and work within a small partially virtual team, often under time pressure, to manage competing priorities and to manage others in this context.  
|                               | 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 develop high levels of trust and credibility in relationships with senior stakeholders from both finance sector and academic backgrounds. |
| **Additional requirements** | A demonstrable interest in Sustainability and committed to the values that underpin CISL's work.  
|                               | Ability to think strategically with good analytical skills with high standard of attention to detail.  
|                               | Experience line managing junior staff (desirable). |
**Terms and Conditions**

<table>
<thead>
<tr>
<th>Location</th>
<th>CISL Cambridge, 1 Trumpington Street, Cambridge, CB2 1QA, UK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Working pattern</strong></td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>37 hours per week</td>
</tr>
<tr>
<td><strong>Length of appointment</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Probation period</strong></td>
<td>9 months</td>
</tr>
<tr>
<td><strong>Annual leave</strong></td>
<td>Full time employees are entitled to paid annual leave of 33 days, plus public holidays. 3 days, exclusive of public holidays, must be taken during the period when CISL closes between Christmas and New Year.</td>
</tr>
<tr>
<td><strong>Pension eligibility</strong></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>
</tr>
<tr>
<td><strong>Retirement age</strong></td>
<td>The University does not operate a retirement age for Unestablished Academic Related staff</td>
</tr>
</tbody>
</table>

**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.

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) 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.

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/) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required.
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 the CISL Human Resources team, who are responsible for recruitment to this position, on +44 1223 768814 or by email on human.resources@cisl.cam.ac.uk.