Job title | Portfolio Director, Executive Education  
---|---  
Grade | 11  
Salary | £60,905  
Staff Group | Academic Related (Unestablished)  
Portfolio | Executive Education  
Institution | University of Cambridge Institute for Sustainability Leadership  

### Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute within the University of Cambridge working on a mission to develop leadership and solutions towards a sustainable economy. The Executive Education team has responsibility for contributing to CISL’s long-term goals by supporting influential organisations and individuals to build the insight and capability they need to lead ambitious change to reconcile profitability and sustainability.

The Executive Education team delivers programmes for senior decision-makers and influential organisations internationally to respond to major global challenges in ways that enhance their long-term competitiveness while contributing to a sustainable economy. Our portfolio of programmes includes the flagship Prince of Wales’s Business & Sustainability Programme, Cambridge Earth on Board Programmes for corporate boards and non-executive directors, a growing range of open and customised online programmes, as well as customised strategy and leadership programmes. Each year, the team delivers between 50 and 70 programmes, reaching over 2000 individual participants.

We are seeking a talented Portfolio Director with the credibility, drive and skills to lead ambitious growth of our Executive Education Programmes. The post holder will report to the Executive Director of Education and will be a member of the Senior Executive team.

The successful candidate will be an outstanding individual with credibility amongst senior executives, who is highly motivated to equip senior business and government leaders with the tools to respond effectively to pressing challenges such as climate change, biodiversity loss and global inequality. Candidates must have a strong personal track record of business and relationship development with multinational organisations as well as in the leadership of high impact engagements with senior executives internationally. As the team is growing rapidly, candidates must also have significant experience of leading high-performance teams and delivering portfolio growth that optimises impact while maintaining the highest quality standards.
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.

**Business development, research and product development**

- Maintains awareness of best practice in learning, leadership and change in organisations. Applies this understanding to lead the team in the development of new products and services and to inform the content and structure of existing products and services.

- Prepares bids and proposals to secure new business and research funding, secure income from clients and sponsors in accordance with CISL’s strategic objectives and budget.

- Develops 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 products and services.

- Initiates, designs and conducts applied research programmes to enhance CISL’s understanding of learning, leadership and change in organisations, and apply this understanding to the development of new products and services.

- Publishes and / or presents 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.

**Project management and delivery**

- Manages project teams within own portfolio of work, including the direction of Programme Directors and Managers in delivering the programmes for which they are responsible.

- Provides high-level contribution to products and services including facilitation, analysis and report writing.

- Oversees the development and monitor budgets for new and existing projects as part of the development and / or delivery process, and account for variance.

**Team leadership**

- Develops for approval the business plan for the portfolio, 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).

- Contributes towards the development of CISL’s financial management & reporting systems as required.

- Develops the resourcing plan for the portfolio including the role of internal staff and external consultants, for approval by the Strategy Board

- Leads the portfolio team in accordance with the team’s strategy, business plan and resourcing plan, including line management of the Programme Directors

- Leads relevant project teams, for both client and internal projects within the portfolio.

**Marketing and communications**
• Develops and oversees marketing and communications plans for products and services under their leadership.

• Contributes to marketing and communications materials as appropriate based on findings from conduct of action research, products and services.

• Contributes as appropriate to market research and sector analysis.

External relations

• Represents CISL at senior-level fora, through participation in external events and meetings.

• Initiates and develop high-level external contacts to support CISL's strategy and business plan.

• Initiates and develop contacts within the University to support CISL's strategy and business plan.

Marketing and communications

• Works with the Communications and Corporate Relations team to coordinate the design and delivery of an overall marketing and communications plan for the portfolio

• Leads the development of marketing and communications plans for individual products and services under their leadership.

• Contributes to marketing and communications materials as appropriate based on findings from conduct of action research, products and services.

General

• Develops and oversee academic and operational quality control systems and procedures within the Executive Education team

• Is prepared to occasionally work weekends and evenings, and to travel abroad if required.

• Participates in staff and planning meetings as required.

• Undertakes general administrative tasks as required in support of CISL's work.
Person Profile

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

Education & qualifications

- Qualification in relevant field to a degree level or equivalent.

Relevant experience

- Experience of developing and leading business development strategies to create opportunities to engage with target markets and turn these into active revenue generating projects in line with ambitious growth targets.

- Experience of working at the most senior levels in multinational businesses, supporting leaders to understand and respond to the changing landscape of risk and opportunity.

- Insight into leading thinking and practice in business responses to global sustainability challenges, and a clear view of what leadership is required from and within business.

- Insight into the rapidly changing landscape of leadership development, insight into how leaders learn, the implications of technological innovations and global sustainability trends, and track record of delivery of educational programmes for senior leaders.

- A track record of effective product and programme design, harnessing leading practice and insight in ways that respond to client need and open up new markets for the team’s work, in line with CISL’s strategy.

- Significant experience of leading teams and managing people, and of developing organisational systems and capacity to deliver ambitious growth.

Interpersonal & communication skills

- Expert communication skills, able to deliver compelling presentations and to facilitate challenging but constructive discussions with senior corporate audiences.

- Excellent relationship skills with a proven ability to personally build, grow, and maintain relationships with C-Suite leaders internationally.

- Problem solving skills and the ability to operate effectively within complex contexts and to innovate to develop new solutions.

- Excellent written and oral communication skills, highly proficient in spoken and written English.

- Understanding of project management and relationship marketing techniques.

- High level of competence across standard software packages.

Additional requirements

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

- Ability to travel internationally if required.
Desirable attributes

- An active network of contacts within the field of leadership development or sustainability.
- Experience of use of research and evidence in driving business learning and innovation.
- Experience of working with a matrix structure, and experience of working within an academic institution.

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