JOB TITLE: LEAD IN REGULATION & POLICY

REPORTS TO: CCAF EXECUTIVE DIRECTOR

Background

Cambridge Judge Business School (CJBS) is the provider of world-class business education in the form of its 18-month EMBA programme, one year MBA and MPhil courses as well as PhDs and some undergraduate teaching. The School has an extensive executive education programme as well as research centres. There is a growing events programme with many conferences, lectures and other networking events taking place in the evenings and at weekends, as well as distinguished visitors being hosted at the School.

The School building is listed and was constructed in a dramatic and modern design behind the retained façade of the original Addenbrooke’s Hospital - all of which present particular challenges to the Facilities team. The School has office accommodation, three lecture theatres, 10 seminar and meeting rooms, a common room providing a social and meeting space as well as student project and syndicate rooms, business information centre and a computer lab. The School occupies three floors of the neighbouring Keynes House along with five houses in Trumpington Street. All users of the School have high expectations which need to be met.

Established in January 2015, the Cambridge Centre for Alternative Finance (CCAF) is an international and interdisciplinary research centre dedicated to the study of alternative finance, focusing on new financial instruments and channels of finance emerging outside of the traditional financial system in the areas of alternative financing channels, alternative approaches to credit analytics and alternative payment systems. Examples of alternative channels are online ‘marketplaces’ such as equity- and reward-based crowdfunding, peer-to-peer consumer/business lending, and third-party payment platforms. Alternative instruments include SME mini-bonds, private placements and other ‘shadow banking’ mechanisms, social impact bonds and community shares used by non-profit enterprises, and alternative currencies such as BitCoin. Three key research areas for the Centre are: online alternative financing channels, alternative credit risk modelling and alternative payment systems.

The role

The purpose of this role is to lead the research, capacity building, events and development programmes relating to alternative finance policy and regulation. This role is focussed primarily around one of the four central strategic thematic pillars pursued by the Cambridge Centre for Alternative Finance. The purpose of this role and the associated activities is to position the CCAF as an influential thought leader and renowned centre of excellence in the field of alternative finance and the regulatory and policy implications thereof.

The role holder will divide their time across the following activities and work streams:

- Identify, secure and implement funding opportunities for alternative finance regulatory and policy projects.
- Create, lead and manage project teams to execute a variety of funded activities as part of the wider CCAF Regulation & Policy Programme Strategy.
- Co-lead the development of the CCAF e-learning and executive education open programmes to develop the course structure, materials and strategy in partnership with the CCAF Directors and with a particular emphasis on the regulatory and policy components.
- Lead the CCAF's applied technology programme to develop a regulation and policy expert system utilising natural language processing and machine learning.
- Act as the project lead for the multi-year Cambridge-World Bank regulator and policy research programme.
- Provide additional support and input to the CCAF’s other research streams and activities as required.

This role includes senior managerial responsibilities relating to the creation and implementation of the Regulation and Policy Strategy, as well as managing various teams, projects and related activities (i.e. developing proposals, funding strategies and supervision and administration of associated teams).

On a monthly basis, the role holder will be managing a team of more than 10 assistants drawn from the CCAF global internship programme. The role holder will also be responsible for the ongoing relationship management of over 20 external academic, industry, policy and regulatory partners and collaborators affiliated to the CCAF and its ongoing and emerging activities.

The role holder is responsible for successfully completing the following deliverables:
- Meet deliverables for the ongoing Cambridge-World Bank regulator & policy research programme.
- Successfully execute the first & second phase of the regulator and policy expert system.
- Lead and deliver the requirements of the FCO-Zhejiang-Cambridge Fintech Regulatory Sandbox Project.
- Identify a pipeline of 10 potential projects with associated funding as part of the CCAF Regulatory and Policy Programme Strategy and successfully secure at least three of these in 2018.
- Secure a total of £150,000 worth of new funded projects in 2018 in addition to successfully completing the projects already underway.
- Contribute to the write up of the CCAF benchmarking reports across the Americas, the Asia Pacific, Europe, Africa and Middle East and other projects as required.
- Attend and speak at high level conferences and events to promote the CCAF and its research agenda with a focus on regulation and policy-related themes.
- Monitor and report on the policy and regulatory impact of the CCAF as demonstrated by the citations of CCAF activities by national and supranational policy-making and regulatory entities.

MAIN RESPONSIBILITIES

Funding applications

- Take initiative to actively seek out potential funding opportunities, develop the Centre’s regulation and policy programme funding strategy.
- Coordinate and be responsible for identifying, securing and implementing funding applications.
- Advise and support the content of funding applications through the management and coordination of all aspects of the funding process.
CCAF Regulation and Policies Programme Strategy

- Define, coordinate and implement the CCAF Regulation & Policies Programmes Strategy and more broadly, work with the Director(s) of the Centre to plan and project manage activities relating to the CCAF strategy e.g. new funded projects and collaborations.

Policy and programme management

- Responsibility for overall management and direction of the CCAF alternative finance policy and regulation programmes strategy, including the engagement and interaction with internal and external partners, funders and potential collaborators.

Budget management

- Develop and manage budgets for outreach activities, formulate budget plans and forecasts including those required for meeting the CCAF annual budget requirements.
- Identify appropriate sources of funding for departmental activities and infrastructure requirements and other specific initiatives e.g. bids for country or regional-specific activities or core projects.

Wider role within the Centre and the University

- Develop initiatives and priority areas as agreed by the Director(s) of the Centre.
- Participate fully in discussions on the appropriate strategic direction for all aspects of CCAF activity focusing on the overarching regulation & policy strategy, managing relations across multiple internal and external partners & collaborators, ensuring compliance with University & funder policies & procedures.

Communication

- Write and contribute to publications or disseminate research findings using appropriate media.
- Assess, interpret and evaluate outcomes of research.
- Represent the department at relevant events, communicate complex research ideas to people who are non-specialists as well as peers.
- Actively play a role in disseminating the CCAF’s activities to government/regulators/policy-makers, corporates, multinational institutions, academic partners and industry partners at a global level.
- Regularly contribute to external media interviews and features.

Strategic management

- Contribute to the longterm aims and direction of the CCAF’s activities including; setting strategic objectives and milestones, monitoring and reporting progress.
- Advise the Director(s) of the Centre on matters of strategy, policy, planning and implementation across all areas of work especially as relating to alternative finance regulation and policy.

Events and Training

- Liaise and network with external key stakeholders and colleagues at events and conferences.
• Represent the University at external meetings as required. Develop and deliver Fintech workshops and training programmes to external parties including senior policy makers and regulators. Supervise and appraise departmental/institute administrative assistants.

E-learning and Executive Education

• Effective organisation, creation and implementation of the department's/institute's e-learning and executive education initiatives.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

Essential

• Educated to postgraduate degree level, or equivalent, ideally in a relevant subject.
• Experience working directly within the alternative finance industry.
• Experience engaging or working with industry associations – preferably within the alternative finance sector domestically in the UK and internationally.
• Experience working with government or policy-related entities with a focus on the alternative finance industry.
• Preferably some entrepreneurial experience relating to at least one form of alternative finance.
• Experience providing capacity building or training to central banks or securities commissions.
• Experience of working directly with senior public officials at supra-national or development financial institutions.
• Extensive research experience in alternative finance field, especially in online models and instruments (Crowdfunding, P2P lending).
• Experience in creating research surveys, rankings or models with survey or secondary data.
• Experience with qualitative research design (proposal development, screener development, interview/focus group guide development, moderating in person or online groups, developing qualitative executive summaries, presenting results).
• Experience leading and managing project-based teams.
• Experience identifying, proposing and securing funding applications from government and also private funding bodies or investors.
• Quantitative research design experience (proposal development, survey instrument development, sample planning, field management, testing programmed surveys, analytic plan development, reviewing data tabulations, analysing results, developing executive summaries, presenting results, validating data use).
• Administrative IT skills including high level Microsoft Office suite, particularly Excel.
• Administrative or project management experience in a similar environment.
• Experience of writing reports and conveying complex issues in a way that can be easily understood.
• Proven record in publishing widely cited and cutting-edge research on the alternative finance industry, nationally and globally.
• Proven track record in interacting, collaborating and communicating at the highest level with
governments, regulators and third-party bodies/organisations.
• Experience as a published author of alternative finance industry reports or articles.
• Significant experience and knowledge of alternative finance, especially related to Fintech models related
to online finance channels, alternative credit systems, payment systems and applicable technologies and
financial regulation and policy.
• Proven interpersonal skills to interact with a wide range of people.
• Excellent organisational skills.
• Demonstrate highly specialised knowledge of project management involving a critical understanding of
relevant theory and/or principles outside of the immediate specialism.
• Strong organisational skills including ability to plan work and manage conflicting priorities rapidly.
• Professional presentation skills.
• Strong interpersonal skills.

Desirable

• Available to travel regularly and work remotely. On occasion, for weekends or on-call as related to
research deadlines.

Benefits

This is a full-time position working 37 hours per week. The salary will be in the range £35,550-£47,722 per
annum. There will be a three-month probationary period. Holiday entitlement is 33 days per annum plus eight
days of public holidays. The funding for this post has been approved for one year in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression
for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very
specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions,
plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest
and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the
University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive
benefits and services. We give them access to numerous discounts on shopping, health care, financial services
and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we
offer various types of family-friendly leave to aid employees’ work-life balance. In addition, we operate a
number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of
information about living and working in Cambridge at www.jobs.cam.ac.uk.
Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register.

The closing date for applications 7 January 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than 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.

The University has various diversity networks which help it to 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, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 761467 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.