JOB TITLE: PA AND ADMINISTRATOR TO ENTREPRENEURSHIP CENTRE (FIXED TERM)
REPORTS TO: EXECUTIVE DIRECTOR OF THE ENTREPRENEURSHIP CENTRE

Background

The role is part of the Entrepreneurship Centre at Cambridge Judge Business School. The Entrepreneurship Centre delivers over 30 programmes and activities on the practice of entrepreneurship within the University of Cambridge and beyond. Although the role is working primarily with a core team of 18, the Centre engages other external consultants, tutors and over 200 new and seasoned entrepreneurs in the delivery of all programmes. The Centre has an annual budget of £1 million, and frequently works in partnership with other organisations to deliver its programmes.

Entrepreneurship is key to the strategic vision of Cambridge Judge Business School. The School has become the gateway for entrepreneurship in Cambridge and a point of reference within the Cambridge ecosystem and globally for entrepreneurship; the Entrepreneurship Centre aims to research, understand and support new ventures throughout their genesis, establishment and growth.

The role

MAIN RESPONSIBILITIES

The post holder will provide a comprehensive personal assistant (PA) service to the Executive Director of Entrepreneurship Centre and the Director of Accelerate Cambridge to ensure the efficient and effective management of the individuals’ time and work. The role holder will co-ordinate and oversee the administration operation of the Entrepreneurship Centre, to ensure smooth running of teaching, learning and research activities.

Office support

- Provide administrative and PA support.
- Diary management, manage daily incoming information, circulate and respond to information, make potentially complicated travel arrangements, handle expenses claims, arrange meetings (e.g. book venues, arrange catering), prepare agendas and papers, take minutes, circulate and follow up any action points.
- Develop and maintain office procedures and records.
- Review processes and develop systems for effective administration of the Centre.

Meeting support

- Open, read and act on mail received. Prioritise action to be taken, reply without intervention when able, draft responses and organise papers for signature.
• Draw attention to matters that require urgent action and prepare the groundwork ready for response; liaise with appropriate staff for action in the event of the manager’s absence.
• Read agendas for meetings, ensure all relevant documents and files are available, maintain filing system, including confidential files, committee papers and records to enable easy access and retrieval of documents.
• Maintain information flow within the department and the wider University community acting as liaison with the department, University and external stakeholders, maintain records of departmental activities. Assist with the drafting of documents such as reports and papers on various issues, give advice on matters of policy and procedures as required.
• Support a wide range of HR related issues and processes such as holiday and sickness records, staff review and development, support selection and interviewing activity as part of an inclusive recruitment process and have an understanding of University policy and employment legislation.

**Financial support**

• Monitor expenditure against budgets, check and record expense claims. Oversee financial administration duties. Monitor resources and expenditure against budgets, process invoices and orders following financial regulations, liaise with accounts to ensure that department accounts are up to date, ensure efficiency and effectiveness of processes and procedures, develop and review processes as required.

**Support to visitors**

• Greet and meet VIPs and external visitors.

**Conference support**

• Organise events such as meetings, dinners involving VIPs, external visitors etc., provide administrative support including preparing documents. Liaise with other staff in the School and within the University, communicate and receive information to ensure co-ordination of effort, act as main point of contact for queries/enquiries to the Centre, explain procedures to students, staff and visitors.

**Reciprocal support**

• Provide HR related administration in conjunction with the School HR team. Liaise with department administrative officer on new appointments, induct new temporary staff and allocate facilities e.g. phone, computer, desk etc.

**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.

• General education to at least GCSE (preferably A level) standard, including English and Mathematics.
• Recognised secretarial/typing/audio qualifications.
• HNC in administration or equivalent desirable.
• Experience of email, the use of a networked system.
• Basic accounting knowledge and minute taking.
• Excellent organisation skills.
• Ability to use own initiative and judgement and to be proactive.
• Ability to work under pressure and meet deadlines.
• Ability to learn new skills quickly and flexibility.
• Good time management and ability to prioritise a diverse and changing workload.
• Experience of website design and maintenance.
• Excellent verbal and written communication skills and discretion.
• Substantial secretarial and administrative experience, including at a senior level with managerial experience.
• Role holder must be IT literate in word processing, spreadsheet and database applications.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £25,728-£29,799 per annum. **The post is fixed term for two years initially.**

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](http://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](http://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](http://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 an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is 29 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) 768497 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.