JOB TITLE: CAREERS AND BUSINESS DEVELOPMENT LEAD – MASTER OF FINANCE (FIXED TERM)

REPORTS TO: MFIN EXECUTIVE DIRECTOR

Background

The Cambridge Master of Finance (MFin) is one of the premium fee degree programmes currently taught at Cambridge Judge Business School. The MFin is a one year post-experience degree aimed at professionals with at least two years' successful work experience in finance and a strong academic record. The MFin programme is designed to meet two goals. The first is an academically rigorous and credible masters level degree in the subject of finance. The second is providing students with the best possible resources for achieving their career goals. The programme is consistently rated number one or two globally by the *Financial Times* and one of the key drivers of the ranking are the strong career placement metrics (in terms of both salary/seniority uplift post versus pre-MFin) but also the transition they have managed to make across finance sector and geography.

The role

The MFin careers service is designed to help students gain the insight and skills to manage their career, both while they are a student at the School and after graduating from the MFin programme. The careers programme encompasses various workshops, seminars, online resources as well one to one coaching sessions designed to help students with their career planning and job search endeavours, as well as to strengthen soft skills such as negotiation, networking and presentation skills and interview technique.

The key aims of the MFin careers service are to help students to:

- assess their professional and academic background, skill sets, strengths and weaknesses
- keep informed about the latest sector developments and defining their career goals
- build a toolkit of skills to help them with ‘marketing’ themselves effectively
- interview successfully
- analyse, negotiate and accept a job offer.

The MFin programme works closely with professional careers consultants as well as a range of external careers professionals who come in regularly to deliver tailored personal and professional development workshops and provide career guidance and one to one coaching.

The careers service has two main areas of responsibility: student provision (careers information and advisory, skills development, and job search guidance and support) as noted above and employer
relations (development and management of relationships with employers and delivery of recruitment services), which is the focus on this new role.

The role holder will guide the growing cohort of post-experience MFin students who largely undertake the programme for career impact purposes in achieving their career goals by ensuring that they develop their employability skills, and by connecting them with a large number of suitable employers. The role focuses largely on the latter. The role will focus on establishing, growing, and maintaining relationships between the School’s MFin programme and external companies who are or might be recruiters of MFin talent or have the scope to engage with the programme in other ways (e.g. project collaborations, speaker/panel events etc.). The role will also include leading projects and events related to MFin recruitment as well as treks and other careers focused activities involving industry outreach and engagement. The institutional engagement aspect of the role is focussed on enhancing the Cambridge MFin’s visibility within industry (with focus on key financial centres around the world) and to contribute towards our portfolio of projects, employment opportunities and internships.

This new role will intersect business development, alumni and employer relations working closely with the MFin Executive Director and with the School’s teams including External Engagement and the MBA Business Development Team on relevant synergies. The role holder will work in conjunction with the MFin Executive Director whose overall responsibility is to guide the business development direction for the programme and extending and further developing the programme’s partnerships (including scholarship/sponsorship schemes), engagements and promotional activities.

Ultimately, the role works with a number of broad stakeholder groups: external organisations that work with the MFin on projects, recruitment, speaker and other engagements and alumni. This includes identifying new market opportunities, identifying and sourcing collaboration opportunities, presenting proposals to prospective partners for MFin projects, internships, corporate sponsorship/scholarships and student recruitment, seeking and developing opportunities for further strategic partnerships, as well as maintaining existing relationships.

Ultimately the key business development aims of this role are to:

- target new opportunities, to increase the scale, quality and number of corporate relationships and strategic partnerships for the MFin programme
- maximise and promote the number, breadth and quality of employment opportunities available to students/alumni
- proactively identify and contact companies to increase corporate outreach
- collaborate with other Cambridge Judge teams and the University of Cambridge Careers Service to co-ordinate business development with corporates and project activities.

The role holder will interface with a wide range of senior executives including HR specialists in major private and public-sector organisations, mainly in the financial market, and aims to foster and solidify relationships and to develop opportunities for long-term partnerships.
Main responsibilities

Facilitating industry access to MFin talent

- Structuring and formalising the MFin careers service with the aim to maximise the number and quality of opportunities available to students, maximise their capacity to convert these and other opportunities into offers and optimise the relationship between students and employers.

Employer outreach and relationship management

Scaling the MFin's external engagement strategy further in order to generate a steady pipeline of opportunities for our students including employment options, projects and to explore other synergies with the wider School. The role will help formalise the following areas:

- Establishing, growing, and maintaining relationships between the School's MFin programme and external companies who are or might be recruiters of MFin talent.
- Proactively identifying new areas for business development based upon market developments and student interest.
- Formulating and implementing structured business development initiatives to establish new client relationships across the entire finance spectrum on a more global basis.
- Working with the MFin Executive Director, agreeing priorities and identifying portfolio of companies to target for internships and permanent employment.
- Working with MFin Executive Director to develop, prioritise and implement plans for connecting with hiring managers and key alumni in target organisations.
- Proactively seeking and cultivating relationships with assigned target companies; updating the team with activities and results.
- Initiating and mainlining relationships with these organisations and understanding their talent needs and maximising opportunities for students' career goals.
- Matching students' and organisations' needs and planning business development/employer outreach activities accordingly and strategically.
- Persuading organisations to work with MFin students.
- Leveraging existing relationships to maximise engagement and also leveraging the strong relations and network of the Chartered Financial Analyst Institute (CFA) by participating in their events and careers outreach efforts.
- The role holder will seek to understand the companies' talent need, assess if there is a fit with our student pool and interests and capabilities and find ways that the companies can collaborate with us (e.g. to come in to run a careers evening/host a workshop or contribute to a roundtable or panel). The role holder would adopt the same approach for companies that approach us directly with an interest in hiring our students.
- Key account ownership of select group of recruiters.
- Contacting and meeting recruiters on/off-site and write meeting reports.
- Keeping abreast of multiple, rapidly changing economies to identify growing sectors and organisations that have the potential to employ students.
• Coordinating career services activities from beginning to end, including but not limited to on-campus company presentations, information sessions, panels, interviews, and networking sessions ensuring that events run smoothly and meet recruiters’ needs.

• Developing proposals and manage delivery of informational and networking activities (webinars, panels, speaker opportunities, treks, company visits, networking events, etc.) to facilitate engagement with employers who are not currently recruiting the School’s MFin students.

• Developing and managing process for systematic follow up with alumni interested in supporting students in their career search; manage process for facilitating student-alumni networking.

• Developing strong relationships with the School and the wider University of Cambridge alumni and implement channels to facilitate alumni referral programmes for projects, internships and employment.

• Reporting and maintaining database, records, and statistics as required for data collection and analysis. Items can include maintaining our client relationship management database and recruitment statistics.

• Transferring knowledge around recruitment practices and company intelligence to students and staff digitally and through weekly ‘drop in’ sessions and presentations as required.

• Implementing metrics and systems to track, monitor and report business development activities and results.

• Developing and maintaining data base for structured internship programmes.

• Sourcing a suitable number of internships every year that students can choose from as part of their summer activity which is a credited requirement of the programme.

Research, analysis and reporting

• Researching, analysing and reporting on global Master of Finance recruitment trends and employment prospects across regions, sectors, functions and company/organisations; making recommendations to prioritise business development activities.

• Routinely carrying out database, social media, news and database research on regions, sectors, functions and companies that are relevant to MFin students.

• Analysing pre-entry survey data to determine regions, sectors and companies in which students are interested.

• Analysing and interpreting Cambridge MFin recruitment activities and outcomes to identify target markets, sectors and employers for business development activities.

• Conducting competitor research and benchmarking to monitor other business school activity; monitoring and reporting on recruitment activities and outcomes of direct competitors to identify opportunities for employer engagement.

• Researching and identifying companies that have the potential to recruit Cambridge MFin students for internships and full-time employment.

• Developing outreach plan to connect students with their target companies.

• Monitoring and tracking business development/employer outreach activity and create relevant activity reports for internal stakeholders.
• Collecting, analysing and reporting data and metrics regarding enterprise employment opportunities and business development activities with enterprise employers; recommending and implementing changes to enterprise development strategy.

• Advising students as to relevant networks/contacts with the industry.

• Developing and managing a process for systematic follow up with Cambridge MFin alumni in companies to facilitate networking, information and mentoring for students.

• Leading or co-leading employer-focused programmes and events as assigned to educate and inform students about job opportunities.

Marketing and communications

• Working with the MFin Marketing Team and Executive Director to develop plans to connect to prospective employers and encourage engagement with the Cambridge MFin.

• Supporting the development of marketing materials and campaigns to maximise employer engagement.

• Creating customised profile books aligned to business development targets' interests and recruitment needs to encourage engagement with the School's MFin programme.

• Collaborating with the MFin Careers Support Coordinator on promoting job opportunities to students.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

• Demonstrable understanding of the finance labour market for the sectors that our students target including knowledge of recruitment procedures.

• Career development and/or career coaching qualification is desirable.

• Knowledge of the finance labour market, the ability to design and facilitate career events, and strong programme management and communication skills are key enablers of this role.

• Business development/origination experience ideally in the finance services sector.

• Experience in career mentoring, development, coaching or training; experience designing and delivering engaging career/talent development activities.

• Experience in or knowledge of MFin programmes/experience hire employment markets, hiring practices, job opportunities and career paths preferred.

• The empathy and interpersonal skills required to help individuals navigate and manage career transitions. The ability to adapt your approach according to different audiences' needs.

• Experience working in a multicultural environment; sensitivity to employment differences between the UK and elsewhere.

• Strong interpersonal skills and professional demeanour.

• Intellectual and personal self-confidence to deal with the wide range of talented students.
• Ability to communicate effectively and establish and maintain cooperative working relationships with an internationally diverse group of high performing individuals.
• Tactful and objective; ability to listen; ability to instil confidence in others.
• Demonstrated initiative and flexibility; ability to multitask, work successfully and deliver to deadlines in a fast-paced, customer service environment.
• Strong project management and organisational skills.
• Comfortable using CRM systems, Excel, PowerPoint, Word; experience with virtual learning environments, remote coaching tools (Skype), social media (Twitter, LinkedIn, online discussion boards) desirable.
• Ability to work both independently and collaboratively within a small team.
• Excellent oral, written and presentation skills.
• Customer service orientation and commitment to continual process improvement.
• Proficiency in using on-line resources; good working knowledge of Microsoft Office.
• Strong interest in business and knowledge of current business trends.
• Ability to work occasional evening and weekend hours in support of student provision and recruitment events.

Benefits

This is a full-time position working 37-40 hours per week. There will be a three month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £29,799-£38,833 per annum.

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 funds for this post are available for nine months in the first instance.

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

The closing date for applications is 11 April 2018.

Applicants are required to provide details of three 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) 339637 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.