JOB TITLE: EXECUTIVE DIRECTOR OF THE ENTREPRENEURSHIP CENTRE

REPORTS TO: DIRECTOR OF THE ENTREPRENEURSHIP CENTRE

The role

Established in 2015 under the patronage of HRH The Duke of York, KG, the Entrepreneurship Centre at Cambridge Judge Business School aims to inspire, enable and research entrepreneurship. It builds on the Business School’s track record in entrepreneurship and consolidates the School’s strategy and vision by bringing together the School’s programmes and activities in entrepreneurship, building a coherent and coordinated offering in entrepreneurship. The Centre supports the full entrepreneurial journey starting with the empowerment of aspiring entrepreneurs, through the creation and development of early-stage ventures; and all the way to small and medium-size enterprise growth.

The Entrepreneurship Centre’s mission is to;

- support the University of Cambridge’s entrepreneurial talent development and commercialisation of new ideas as well as ideas from the wider community
- enhance the development of management capacity within the Cambridge entrepreneurial ecosystem and beyond
- develop and share thought-leadership that establishes the University of Cambridge as a global knowledge locus for entrepreneurship
- provide a critical resource for entrepreneurs, mentors and investors.

All of the Entrepreneurship Centre’s activities are underpinned by world-class research and access to the Cambridge Cluster, the most successful technology cluster in Europe.

The Centre currently offers a range of programmes including Accelerate Cambridge, Ignite, EnterpriseTECH and the SME Growth Challenge, and supports through close collaboration the Postgraduate Diploma in Entrepreneurship (a qualification awarded by the University of Cambridge) and a Master of Studies in Entrepreneurship (degree programme).

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 16, rising to 20 in 2017/18, 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 £2 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 and 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 Centre is of key strategic importance to the University of Cambridge, contributing to the technology commercialisation pipeline of the University, producing high-impact research, establishing links with other departments (supporting them in their technology commercialisation activities), as well as outreach activities (supporting local businesses in Cambridge to grow).

The role holder manages the operations of the Centre and has responsibility for the following key elements:

1. Operational management of the Entrepreneurship Centre.

Role purpose

Reporting to the Director of the Entrepreneurship Centre, the Executive Director of the Entrepreneurship Centre provides professional and operational leadership to around 13 staff across all aspects of the operations of the Centre.

The role holder works closely with the Academic Director to establish the delivery of the strategy of the Centre in a way that is aligned with Cambridge Judge Business School's strategy.

The Executive Director ensures the viability and growth of the Entrepreneurship Centre which in turn supports the teaching, research activities and the growth of the School.

Main responsibilities

Delivery of the Centre's strategy

- Maintain the growth and reputation of the Centre, supporting its financial contribution to Cambridge Judge Business School.
- Evaluate and report the progress of the Centre and support and contribute to operational planning across the School as required.
- Work closely with the Director of the Entrepreneurship Centre to ensure the viability and continuity of the Centre's strategy.

Staff and team leadership

- Lead team and individual staff to ensure quality, efficiency and effectiveness of activities in line with expectations and University regulations and to maximise available resources.
- Set objectives and targets, manage team and individual performance.
- Plan and update team and individual role responsibilities to ensure relevancy and effectiveness of organisational structure.

Networking and relationship management

- Liaise and coordinate relationships and activities within the School across programmes and services (Alumni Relations, IT, Facilities, Information & Library Services, Marketing & Events, Online Communications, Media Relations, etc.) to facilitate collaboration amongst teams and to optimise shared resources.
• Develop and maintain relationships with a broad constituency, including external representation of the Entrepreneurship Centre toward clients, sponsors and the public. Manage relationships with faculty, senior University administrative staff and senior staff at leading international business schools, to support information sharing, facilitate working relationships and promote the Entrepreneurship Centre.

Cambridge Judge Business School and University collaboration

• Collaboration with other departments (such as engineering) and other Schools in supporting their technologists, and with Executive Education in supporting their offerings in the entrepreneurship programmes.

Operational planning and management

• Develop and agree key performance indicators (KPIs) to ensure continued success and ongoing development of the Centre; evaluate and report key metrics.
• Adjust priorities and allocation of resources (staff and budget) as needed to achieve targets and optimise delivery outcomes within institutional context and constraints.
• Monitor, evaluate, update and communicate best practice across all processes and procedures to support high quality delivery and student experience, as well as continuous process improvement.
• Monitor, evaluate and adjust admissions policies and procedures to ensure consistency and transparency of process which is independent from Board of Graduate Studies.

Marketing

• Oversee and support the external presentation of the activities of the Centre to publicise its thought leadership.

Resource planning and management

• Overall responsibility for budget of circa £2 million.
• Lead and coordinate annual budget development process to ensure effective and efficient allocation of budget and to optimise use and impact of institutional resources.
• Presentation and discussion of budget with Head of Institution and Director of Finance.
• Quarterly budget updates/reforecasts to ensure activities are delivered within budget.
• Scenario planning and reporting of financial impact, e.g. increase/decrease in enrolment, changes in external regulations and competitive landscape.

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:

• Degree level education (Masters in Management or equivalent, ideally from a leading business school).
• Extensive experience of both professional and operational management and delivery, in a fast-paced and complex environment.
• Strong leadership skills with the ability to implement new ideas persuasively, drive through change, and deliver to a focused business plan and targets.
• Demonstrated management of individuals and teams, coordinating and directing activities of a diverse and skilled group.
• Demonstrated experience in successful programme direction and delivery in a customer service focused environment, ideally in a business school.
• Experience in internal and external relationship building and stakeholder management.
• Experience in budget development and management.
• Experience and understanding of working in a multicultural environment.
• Strong interpersonal skills: motivating a diverse team of professionals; the ability to listen and communicate effectively and to establish and maintain positive rapport with internationally diverse and high-performing groups of students, faculty and stakeholders; ability to work with professionalism, tact, diplomacy and discretion.
• A positive, solution-oriented mindset, particularly when faced with institutional constraints.
• Appreciation of and ability to work within University regulations, procedures and bureaucracy, as well as set leadership example for the team.
• Presentation skills for spoken and written communication.
• Project management skills to include capacity and critical-path planning.
• Financial acumen with the ability to develop and manage budgets and prepare management reports.
• Ability to analyse, interpret and report data and non-financial performance metrics.
• Proficiency in Microsoft Excel, PowerPoint and Word.
• Ability to learn/use systems as required in support of role responsibilities, e.g. Qualtrics, Moodle, Dynamics, Simplicity and other bespoke systems.
• Intellectual and personal self-confidence to engage with a wide range of individuals, faculty and stakeholders.
• International travel and event attendance as required.
• Attendance at periodic evening and weekend events.

Benefits

This is a full-time position. The salary is competitive. There will be a nine month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays.

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 17 October 2018.**

Applicants are required to provide details of three referees. These will not be contacted unless he 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.