JOB TITLE: EXECUTIVE ASSISTANT, CAMBRIDGE CONSERVATION INITIATIVE

REPORTS TO: EXECUTIVE DIRECTOR, CAMBRIDGE CONSERVATION INITIATIVE

Background


The CCI partnership is directed and supported by a small Executive Director’s Office (EDO), employed through Cambridge Judge Business School, and based in the David Attenborough Building. This post provides full administrative support to members of the EDO and acts as PA to the Executive Director.

The role

The role holder is a PA to the Executive Director of CCI, providing efficient and timely executive support as required. The role holder provides comprehensive administrative assistance to all other members of the CCI EDO and supports this team by managing the office systems, providing logistical support, administering funds, liaising with the Finance, IT and HR functions at Cambridge Judge on behalf of CCI, and assisting team members with events and communications as required. The role holder assists the CCI Administrator in ensuring all the CCI administrative services are working effectively in a timely manner.

Main responsibilities

PA to the Executive Director

• Manage the Director’s communications, including email checking, sorting and prioritisation, post, telephone calls, etc.
• Maintain efficient follow-up.
• Manage the Director’s diary, liaising with internal and external contacts to arrange appointments and collating and preparing papers as necessary.
Providing administrative support to other CCI EDO staff

- Provide administrative and logistical support for other CCI EDO staff, including support with convening meetings, Working Groups and events.
- Provide minute-taking support when required for meetings, including at the CCI Services Company Directors' meetings.

Office and systems management

- Establish, implement and maintain full administrative systems for CCI, including filing systems (electronic and hard copy) and appropriate databases.
- Create an efficient, polite and welcoming atmosphere for those contacting and visiting CCI.
- Take responsibility for maintaining office supplies (e.g. stationery and IT supplies) and the general appearance of the office.
- Coordinate with Cambridge Judge Business School IT and HR teams to support the EDO staff with their IT and HR needs, including temporary contractors through the Temporary Employment Service.
- Act as a contact point for CCI EDO staff, coordinating desk space in the office and inducting new starters.
- Support internal communications within the EDO office; arranging team meetings and away days and keeping staff up to date on current activities.
- Act as the CCI representative on the Building Users Group and the Social Committee for the conservation campus.

Administration of CCI funds and cost centres

- Administer the flow of invoices, payments and receipts of funds to and from CCI cost centres, working with the appropriate CCI staff and Cambridge Judge Business School's Finance Office.
- Provide oversight of income and expenditure to all CCI cost centres and maintain appropriate records.

Support for CCI events

- Provide administrative and logistical support for CCI events and meetings, including organising venues, catering, logistics, etc. Such gatherings will include VIP guests, leading researchers, policy makers and conservation practitioners, business executives and media contacts and core CCI members (leading academics and conservation organisation representatives).

Assist communications

- Assist the Collaborations and Communications Manager and CCI Administrator in the delivery of CCI communications.
- This will include: producing materials for, and supporting the publicising of, regular CCI branded events in the conservation campus; supporting CCI Services with the production of the weekly campus newsletter; and updating CCI's social media and website as required.
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:

- Educated to degree level or equivalent.
- Experience as a senior administrative assistant at director level, including minute-taking.
- Experience of establishing and maintaining office systems.
- Experience of financial systems and budgets.
- Good working knowledge of IT and office technologies, including audio visual equipment systems and databases.
- Good working knowledge of communication platforms, including social media tools and websites.
- Excellent oral and written communication skills.
- Able to work under pressure and meet deadlines without compromising on quality.
- Evidence of an interest in the environment and conservation.
- Personable and engaging, with the ability to make people feel welcome and at ease.
- Discreet personality with ability to handle colleagues sensitively.
- Ability to multitask and work independently.
- Flexible and open to change in terms of working practices and environments.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £26,243-£30,395 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 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 Monday 5 November 2018.** We anticipate that interviews will be held on Monday 12 November 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.