JOB TITLE: PERSONAL ASSISTANT

REPORTS TO: DIRECTOR, EXECUTIVE EDUCATION

Background

Executive Education is a major activity of Cambridge Judge Business School (CJBS) operated by JBS Executive Education Ltd. (JBSEEL), a limited company wholly owned by the University of Cambridge, operated as a department within the Business School. Its activities include a range of well-established open programmes, a substantial suite of custom programmes and deep engagements with clients, where the mode will shift from education to collaborative problem solving that not only creates value for the client but also helps to generate research questions, data, and publications for faculty members at the Business School.

The role

The time demands of the Executive Education directorship are significant and require dedicated support. The role holder acts as the interface between the Director of Executive Education and colleagues within the business, CJBS, the University, the JBSEEL Board, and national and international corporate clients. It is a role requiring a professional and proactive approach, providing a full personal assistant service to the Director.

Main responsibilities

Personal Assistant

- Pro-actively manage the diary of the Director and prioritising meetings as necessary.
- Process and act on requests and contacts received, prioritise action to be taken and reply independently and without intervention where possible and appropriate.
- Draw the Director’s attention to matters that require urgent action and prepare the groundwork ready for response.
- Act as the main point of contact for visitors to the Director.
- Liaise with others for action in the event of the Director’s absence.
- Manage potentially complicated travel and itinerary for the Director, including booking travel, taxis, catering, and couriers.
- Maintain efficient follow-up and bring-forward procedures for the Director, including liaising with others for input.
- Process the Director’s expenses on a monthly basis.
Administrative support for the Director

• Assist with the JBSEEL Board, including arranging board meetings in consultation with the Director and assist with interactions with board members.
• Prepare and co-ordinate all confidential papers for meetings in which the Director is involved;
• Facilitate the distribution of the Director’s updates and communications.
• Draft responses, reference letters and agendas for meetings, ensuring all relevant files and documents are available and organise papers for signature.
• Maintain the Director’s filing system including confidential files, committee papers and records to enable easy access and retrieval of documents.
• Manage information flow within Executive Education and the wider Business School/University community by acting as liaison with Executive Education colleagues, CJBS, University and external partners and clients.
• Provide general support and secretarial services including presentation and paper preparation, binding laminating, photocopying etc, as required by the Director.
• Liaise with the Executive Director and their Executive Assistant in respect of arranging interviews and induction meetings for new starters in which the Director is involved.
• Provide additional support for administrative activities, such as organisation and minute-taking of Executive team meetings and Executive Education team meetings.

Office support

• Provide facilities management support by maintaining the Director’s office equipment, arranging for repairs, replacement and maintaining the Director’s stationery supplies.
• Co-ordinate arrangements for special events at the discretion of the Director.
• Have oversight of general office tidiness and arrange for facilities to act where appropriate.
• Ensure that meeting rooms are set-up for the Director’s meetings including any catering and technical arrangements; this may occasionally involve early morning or late afternoon meetings.
• Any other reasonable duties requested by the Director commensurate with the role.

The person

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

• Educated to A level standard or equivalent.
• Considerable experience of working in an administrative function at Director or CEO level (or in a similar position).
• Have a pro-active approach and confident manner.
• Excellent secretarial and organisational skills, including minute taking and time management.
• A tactful, discreet and professional manner, able to build relationships with people of all levels.
• Experience of working effectively as a team member and autonomously as necessary from time to time.
• Experience in a customer-oriented role.
• Able to maintain confidentiality and discretion with a wide range of enquiries from all levels.
• Fully competent with Microsoft Office (Word, Excel, PowerPoint) and email (Outlook).
• Excellent communication skills at all levels – written and verbal.
• Able to prioritise workload to meet multiple deadlines, and forward plan whilst managing several
  tasks effectively at the same time.
• Accuracy and attention to detail, and ability to maintain this under pressure.

Benefits

This is a full-time position working 40 hours per week although consideration will be given to applicants
wishing to work flexibly. There will be a six month probationary period. Holiday entitlement is 33 days
per annum plus eight days of public holidays. The salary will be in the range £29,276-£33,900 per annum
(based on the University’s Grade 5 salary band, which has been adjusted in respect of JBSEEL’s 40-hour
week).

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

Candidates are asked to complete the CHRIS/6 cover sheet (parts 1 and 3) available on the website and
email it, with a full curriculum vitae and a covering letter explaining their interest in the position and how
their experience would help them to fulfil the role, to Helen Machin: h.machin@jbs.cam.ac.uk

The closing date for applications is 28 February 2020.

Applicants are required to provide details of two referees. These will not be contacted unless the
applicant is shortlisted.
Applicants who do not hear from us within six weeks of the above date should assume they have not been 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 2013.

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.