JOB TITLE: ASSOCIATE DIRECTOR (BUSINESS AND OPERATIONS CCAF)

REPORTS TO: DIRECTOR OF THE CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE

Background

The Cambridge Centre for Alternative Finance (CCAF) Associate Director is responsible for the overall operations of the CCAF, including but not limited to: centre-wide compliance with all University policies and procedures, implementing and executing Centre-specific processes regarding research, finance, administration, project management, HR and IT; developing and executing the strategy for centre-wide financial sustainability, with an approximate annual budget of £3 million; executive-level relationship management with CCAF’s primary stakeholders, including its primary donors and international research collaborations; originating, structuring, negotiating, and closing future research funding sources.

The role holder is also responsible for the origination, structuring, and management of regional research collaborations distributed globally as part of the Cambridge Alternative Finance Collaboration Network. The three regions included in the CAFCN in the first instance are: (1) Sub-Saharan Africa (SSA); (2) Middle East, North Africa (MENA); and (3) Asia-Pacific (APAC).

The role

Main responsibilities

Budget management

- Oversee and control the Centre’s overall budget (approximately £3 million per annum currently) and respective grant cost centres by providing a robust budgetary planning, finance monitoring and forecasting capabilities to ensure the CCAF progresses sustainably.

Line management

- Lead a talented team to implement the Cambridge Alternative Finance Collaboration Network (CAFCN), a UK Foreign, Commonwealth and Development Office (FCDO) funded research collaboration network with a presence both in Cambridge and other key geographical regions (e.g. SSA, MENA, APAC) around the world.

- With the support of the departmental Human Resources team, develop and implement a HR and talents strategy for the Centre.

- Actively manage the hiring, interning, grading and evaluating processes in co-ordination with the Cambridge Judge Business School (CJBS) and Central University HR departments to maintain HR and talent management best practice.
**Relationship management**

- Develop and manage key stakeholder relationships at CJBS and Central University levels (e.g. with IT, Finance, Corporate Communications & Marketing and Facilities) and externally with strategic funders (e.g. UK Foreign, Commonwealth and Development Office), global and regional research collaborators (e.g. the Asian Development Bank), academic institutions (e.g. European University Cyprus and Zhejiang University), regulators and international standard setting bodies (e.g. European Commission and the Bank for International Settlements).

- Design and shape a suite of policies on communications, contractual arrangements and collaborations with both University and external stakeholders, including memorandum of understandings (MOUs), research collaboration contracts, protocols for strategic communications and speak/present on behalf of the CCAF on CAFCN and other key initiatives including press briefings, high-level presentations, policy workshops, steering committees and roundtable discussions.

**Fundraising**

- Develop and close, alongside the Director and other members of the senior management team major fundraising initiatives, key research collaborations and corporate sponsorship agreements to fund the continued expenses of the CCAF and growth into the future.

**Contracts management**

- Co-ordinate effectively with CJBS and University finance, operations and legal teams on the drafting, contracting, reviewing and executing of CCAF agreements and contracts to be compliant with University policies and obtain favourable terms for the CCAF, including complex negotiation for multi-million, multi-year contracts.

**External communications**

- Oversee the CCAF’s external communications and develop a more effective research dissemination strategy with the support of a dedicated Communications Manager and in co-ordination with CJBS and University press offices to maximise the impact of CCAF research and education programmes.

- With the support of the CJBS Corporate Communications & Marketing team, speak on behalf of the CCAF for media/press briefing sessions and during high-level communication engagements.

**Stakeholder relationship management**

- Develop a long-term stakeholder engagement and outreach strategy, supervising the effective execution of CCAF organised or co-organised events, conferences and roundtables in Cambridge and other regional locations to move away from ad-hoc engagements towards longer-term foundational funding partners for the CCAF.

**Risk management**

- Control the CCAF risk register and effectively identify and pre-emptively address emerging issues to mitigate the risk of damage to CCAF’s operations and reputation.
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:

- Masters in business administration (MBA) or comparable qualification, or equivalent experience.
- Experience executing a strategic plan in a rapidly changing environment.
- Experience successfully managing remote and diverse direct reports and working groups.
- Experience developing and implementing successful operating models in multiple international contexts, including project management and financial controls.
- Proven track record of effectively leading operations in an academic environment.
- Proven track record of managing stakeholder relationships at the highest level, in both industry and regulatory contexts.
- Practitioner or research experience in the field of tech-enabled innovation, particularly within frontier or emerging markets.
- Experience utilising change-management strategies.
- Experience of people management.
- Proven track record of grant applications writing.
- Strong ability to build relationships at all levels of the organisation.
- Able to communicate effectively orally and in writing.
- Highly proactive, persuasive and enthusiastic.
- Strong problem-solving skills.
- Some out of hours and travelling for work purposes are expected.

Benefits

There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £55,751-£59,135 per annum.

This is fixed-term post until 31 July 2022 in the first instance.

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

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 13 December 2020.

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 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.