JOB TITLE: HEAD OF PRACTICE (FIXED TERM)

REPORTS TO: EXECUTIVE DIRECTOR OF ENTREPRENEURSHIP CENTRE

Background

The role of Head of Practice functions as part of Cambridge Judge Business School's (CJBS) Entrepreneurship Centre (EC) at the University of Cambridge. The EC's mission is focused on education, research and practice: to support the University's entrepreneurial talent development and commercialisation of new ideas; develop and share thought-leadership that establishes the University as a global knowledge locus for entrepreneurship; enhance the development of management capacity within the Cambridge entrepreneurial ecosystem and beyond.

The role holder is responsible for a community of practice that provides business coaching and mentoring to early-stage innovators and entrepreneurs and a portfolio of programmes for later-stage executive leadership and management teams. The current portfolio includes Coaching for Growth, Strategic Business Growth and Executive Engagement. The role will work closely with the Executive Director of the Centre, academic co-directors, fellows, associates, and other key stakeholders within and beyond CJBS. Ultimately the role will support world-class delivery of the EC's mission in Cambridge, the UK and internationally.

The role

The purpose of the role is to manage all aspects of the Practice's service delivery, including staff and non-staff resources, financial sustainability and the efficient and effective working with key stakeholders within the EC, CJBS, the University of Cambridge and beyond.

Working in close consultation with the Executive Director of the Centre and others, the role holder will manage delivery with the overall objectives of reaching relevant and high-calibre participants; positively engaging them and others working with them; providing them with a world-class experiential learning opportunity to advance their management practice and organisational performance; maintaining positive ongoing relations with them as programme alumni; tracking and tracing their professional outcomes and impact for their organisations.

Main responsibilities

- Translate the vision and strategy of the Executive Director of the Centre and academic co-directors into plans and objectives for the Practice team, aligning work priorities to ensure successful delivery.
- Agree goals, targets and processes with the Executive Director of the Centre and management team which lead to exemplary service delivery with limited resources and optimum outcomes.
- Ensure delivery of a world-class programme experience, evidenced by challenge and support for the team and measurable positive learning outcomes for participants.
• Take appropriate action to deliver commitments on time and on budget and make timely decisions on the overall Practice programme portfolio, addressing arising challenges or opportunities.

• Work closely with others in the management team to engage and secure potential partners, sponsors and donors, translating interest into income, outcomes and impact.

• Collect, analyse and report high quality management information on the Practice programme portfolio, building intelligence to help identify opportunities for continuous improvement.

• Effectively assess and manage all Practice programme delivery risks ensuring compliance with relevant policies and practice, protecting the reputation of the EC and the University.

• Identify and navigate the interpersonal and political dynamics within their environment, understanding the need to create productive relationships and networks internally and externally.

• Develop a culture of equality, respect and recognition, fostering teamwork that values cross-boundary sharing of resources, knowledge, skills and experience.

• Encourage personal and professional development activity that will meet current and future requirements of the Practice and its clients, operating within CJBS and University of Cambridge guidelines.

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:

• Relevant undergraduate or postgraduate degree.

• Track record of continuing professional development (CPD).

• Experience in leading innovation, entrepreneurship, venture creation or business growth.

• Experience in managing a high performing multi-disciplinary team.

• Experience in leading business coaching, mentoring and other support for early-stage and later stage innovators and entrepreneurs.

• Experience in service design, development and delivery in a world-class higher education, research or practice setting.

• Governing board-level experience in an academic, industry or government setting.

• Strategic, operational and business planning experience.

• Decision making with limited resources and high uncertainty.

• Teamwork and supporting high performing teams skills.

• People, partnership and relationship management skills.

• Excellent project and programme management skills.

• Financial, investment and contract management skills.

• Excellent persuasion, influencing and negotiation skills.

• Exemplary aural, verbal and written communication.

• Diplomacy, social and political awareness.

• Ability to manage challenge, conflict and composure under pressure.

• Ability to manage confidentiality, cultural sensitivity and diversity.
• Risk management, modelling and mitigation.
• Contemporary ICT skills (including data protection and privacy).
• Some UK and international travel, weekend working and/or overnight stays on business.

Benefits

This is a full-time position working 37 hours per week. 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 £55,751-£59,135 per annum.

This is a fixed term role for one year 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 14 January 2021.

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) 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.