JOB TITLE: POLICY LEADERS FELLOWSHIP PROGRAMME MANAGER (FIXED TERM)

REPORTS TO: EXECUTIVE DIRECTOR

Background

The Centre for Science and Policy (CSaP) builds connections between researchers and policy makers in the UK and internationally in its mission to support evidence-informed policy making. CSaP’s Policy Leaders Fellowship (PLF) programme is a unique initiative, which provides the most senior policy professionals in the UK civil service access to research and academic expertise. Launched in 2013 its discussions focus on the need for long-term thinking, the value of evidence, and fresh perspectives on key challenges.

The role

The overall purpose of this new role is to manage the Policy Leaders Fellowship Programme, taking responsibility for the recruitment of new Fellows and the organisation and delivery of high profile, often highly sensitive, roundtable discussions with relevant academics.

The role-holder will lead in developing strategies and policies in this area, working alongside the Executive Director and Associate Director to further the Centre’s organisational development and widen its network. In addition, the PLF Programme Manager will be responsible for the operational delivery of the Horn Fellowship Programme, a group of high-net-worth individuals that provide support to the Centre. Working closely with the Executive Director, and other Centre staff, the role holder will also monitor and develop income streams for CSaP, ensuring that the Policy Leaders Fellowship and Horn Fellows programme are delivered to a high standard.

Main responsibilities

- Develop and implement a strategy to recruit senior policy professionals from government and business to the Policy Leaders Fellowship; and manage the ongoing recruitment of high-net-worth individuals (HNWIs) to the Horn Fellowship.
- Plan, design and deliver a series of one-day Fellowship visits to Cambridge, providing a bespoke engagement programme for each Fellow, and organising a high-level, Chatham House roundtable discussion on topics discussed and agreed with the Fellows.
- Collect and analyse data to ascertain the impact of the Policy Leaders Fellowship on public policy and benefits to the University. Carry out exit interviews with outgoing Fellows, implementing changes as and when needed to ensure a high level of service and support is maintained.
- Manage CSaP’s relationship with the Royal Society to further develop an engagement programme for Policy Leaders Fellows that brings value to the Fellowship, CSaP, the University and the Society.
- As a senior member of CSaP staff, co-ordinate activity with other programmes in CSaP’s portfolio, reporting on deliverables, milestones and budget to the Executive Director, Management Committee and Advisory Board. Contribute to communications, inducting new staff members and assisting with events (eg chairing meetings) as required.
- Work with the CSaP Events and Communications team as required to ensure the effective communication and promotion of the programme, as well as the successful execution of related events.
- Contribute to CSaP’s strategy, external relations and development, working with the Executive Director and other members of the CSaP team to develop and deliver CSaP’s strategic vision at a senior level.

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:

- Familiarity with the University research environment in the UK and a clear understanding of the organisational culture of a large research-intensive university.
- Experience of working at a senior level in an administrative environment.
- Experience of strategic planning and operational delivery of excellent services to demanding and high-level stakeholders.
- Experience of planning and managing the activities of team members, paying attention to objectives, resource constraints and future sustainability.
- Flexible and proactive working methods and ability to work on own initiative at a senior level.
- Ability to comprehend a sufficient level of complex information about research across all academic disciplines and use this to in matching experts with Policy Leaders Fellows.
- Excellent interpersonal and communication skills, proven ability to build effective relationships with people of all levels.
- High level of attention to detail.
- Excellent team player.
- Ability to represent the Centre at relevant meetings with people at all levels, including delivering presentations when necessary.
- Good first degree (subject of degree(s) is not limited).

Desirable

- Knowledge of public policy making and delivery environment in the UK.
- Experience of furthering the contribution which research-based evidence and expertise can make to non-academic beneficiaries, for example in Knowledge Transfer contexts.
Benefits

This is a full-time position working 37 hours per week; however, we welcome applications from individuals who wish to be considered for part-time or other flexible working arrangements. 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 £36,914-£49,553 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. 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 30 August 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) 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.