JOB TITLE: EPRG CENTRE MANAGER (FIXED TERM, PART TIME)

REPORTS TO: DIRECTOR OF ENERGY POLICY FORUM

Background

The Energy Policy Research Group (EPRG) is based at Cambridge Judge Business School (CJBS) at the University of Cambridge. The group has broad expertise in economics, technology policy and political science and our research is focused on the energy industry. The group is supported by the research councils, philanthropic foundations, as well as by industry stakeholders via our Energy Policy Forum (EPF). EPRG is part of the University's Cambridge Zero and Energy Transitions@Cambridge initiatives.

EPRG is looking to appoint a part-time Centre Manager at Cambridge Judge Business School who will work the equivalent of three days per week (60% full time equivalent). The role will have responsibility for the day-to-day management and administration of EPRG's activities, including its online presence and stakeholder communications. The role reports to the Director of EPF.

The role

The purpose of this role is to provide management and administration for Energy Policy Research Group, including the Energy Policy Forum. The role is formed of three main functions:

1. to pro-actively manage and curate EPRG’s online presence and stakeholder communications;
2. to manage all administration for EPRG including event management;
3. to help manage the Energy Policy Forum including links to sponsors, in close co-ordination with the Director of the EPF.

The post holder plays a key role in maintaining and improving the high level of professionalism that EPRG has attained, especially in event organisation and managing our relationships with paying corporate and institutional members of the EPF. The post involves contacts at senior levels of management in private and public sector organisations. The reputation of EPRG, the Business School and the University of Cambridge is at stake in the standard of service delivered by the role holder.

Main responsibilities

- Manage the day to day running of the EPRG centre, including staff and budget. Create and implement new procedures, processes and systems, ensure that these are followed by staff, maintain and adapt filing systems, allocate and prioritise work for self and others, manage all induction activity and paperwork for new staff to the office.
- Manage, improve, and curate the EPRG website in terms of its structure and appearance. Make suggestions to the EPF Director and the EPRG Management Committee on how the EPRG website
can be improved and be responsible for implementation of recommendations. Manage the dissemination of the EPRG Working Paper Series.

- Responsible for EPRG’s online presence including on platforms such as Twitter and LinkedIn. Make suggestions to the EPF Director and the EPRG Management Committee on how online presence can be improved, and is responsible for implementation. Prepare monthly electronic newsletter about EPRG publications and presentations for EPF sponsors and other EPRG associates.

- Responsible for the administrative side of all event management for EPRG’s Energy and Environment Seminar Series, bi-annual conferences, webinars, team workshops, and other meetings including the outsourcing and co-ordinating of support if necessary. Collaborate with senior researchers and the EPF Director on the event programmes.

- Monitor expenditure to ensure it is properly planned, compile and present draft budgets for approval, monitor expenditure against budget, account for variances, keep management up to date and flag up any concerns eg overspend, oversee raising of invoices and purchase orders, oversee and manage procurement processes, compile regular financial reports, on the Cambridge University Finance System (CUFS), ensure compliance with University financial procedures and regulations.

- Responsible for the smooth running of the EPRG office at the Business School, and for health and safety in the office. Provide administrative services to the EPF including arranging company visits and the EPF dinners and conference calls.

- Act as point of contact in the absence of EPF Director, and for all enquiries about EPRG. Support the centre and the main CJBS HR team with HR related activities concerning the centre including, co-ordinate recruitment processes eg draft role descriptions and advertisements, receive applications, interview candidates as part of the interview panel taking into account university policy and employment legislation, manage probation and appraisal processes, advise division on HR procedures.

- Manage the use of office space, oversee and co-ordinate maintenance and refurbishments, management and maintenance of all electronic media, office equipment and furniture, maintain adequate supplies of stationery and other office consumables, liaise with Estate Management in regards to cleaning and other maintenance matters, manage service contracts for office equipment and services.

- Responsible for health and safety in the office. Complete a monthly safety check of the building, ensure staff are working in a safe environment, carry out a health and safety induction for all new staff, students and visitors, ensure division is fully prepared for safety audits.

- Manage and organise meetings both office and committee. Act as a secretary/personal assistant to senior members of the department including diary co-ordination, room bookings, travel arrangements, preparation of necessary paperwork and documentation, production and circulation of minutes, and follow up on actions.

- Act as secretary to bi-annual meetings of the EPRG Advisory Board and meetings of the EPRG Management Committee. Ensure the smooth running by arranging dates and venues, compiling the agenda in collaboration with the EPF Director, and producing and circulating minutes of meetings.

- Manage administration projects, identify key tasks and timeframes to enable completion of projects within a specified time, identify dates, key actions required, co-ordinate activity within the department, keep management up-to-date on progress of the project, identify key decision points.

- Manage the administrators in the office, including allocation of work, explain new processes and procedures, monitor performance and progress, undertake formal staff reviews, identify and
recommend necessary training, interview new applicants for the role, act as first contact for staff grievances and disciplinary matters, resolve minor grievances and refer serious cases to the Directors as required.

- Recruit and manage temporary staff as required to help with events and administrative tasks including database and website development maintenance. Manage all induction activity and paperwork for new staff to the office.
- Represent the administrative office at the senior management team meetings as needed, act as an interface between the service management and office staff.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form:

- First degree or equivalent qualification or experience.
- Experience in a senior administrative role.
- Experience of managing staff.
- Extensive experience of database management.
- Excellent organisational skills, including ability to manage varied workload.
- Experience of working in a team; agreeing clear task objectives, organising and delegating work, and managing staff.
- Successful experience of managing small projects to meet specific deadlines.
- High level of competence in Microsoft Office applications, including Excel, Word and Access.
- Knowledge of website management and online platforms such as Twitter and LinkedIn.
- Ability to communicate clearly and professionally, both orally and in writing.
- Excellent interpersonal skills, including the ability to establish positive and effective working relationships with staff at all levels across a broad range of areas.
- Demonstrate advanced knowledge of administration involving a critical understanding of relevant theory and/or principles.
- Excellent organisational skills.
- Ability to provide induction and basic training to EPRG team members, new staff and visitors.
- Experience of working in the Higher Education sector.
- Interest and enthusiasm for energy and climate policy.

Benefits

This is a part-time position working 21.9 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays, full time equivalent. The salary will be in the range £29,614 - £35,326 per annum, full time equivalent.

The funds for this post are available for 12 months 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 16 December 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.