JOB TITLE: EXECUTIVE ASSISTANT, CAMBRIDGE CONSERVATION INITIATIVE

REPORTS TO: EXECUTIVE DIRECTOR, CAMBRIDGE CONSERVATION INITIATIVE

Background


The CCI partnership is directed and supported by a small Executive Director’s Office (EDO), employed through CJBS, and based in the David Attenborough Building. This post provides full administrative support to members of the EDO and acts as personal assistant (PA) to the Executive Director.

The role

The role holder is PA to the Executive Director of CCI, providing efficient and timely executive support as required, and taking a proactive approach to maximising the Director’s time. The role holder provides comprehensive assistance to all other members of the CCI EDO and supports this team by managing the office systems, providing logistical support, liaising with the IT and HR functions at CJBS on behalf of CCI, and assisting team members with events as required.

Main responsibilities

PA to the Executive Director

- Manage the Director’s communications, including email checking, sorting and prioritisation, post, telephone calls, etc.
- Maintain efficient follow-up.
- Manage the Director’s diary, liaising with internal and external contacts to arrange appointments and collating and preparing papers as necessary.
Providing administrative support to other CCI EDO staff and CCI stakeholders

- Provide administrative and logistical support for other CCI EDO staff, including support with convening meetings, working groups and events.
- Prepare rooms for meetings as required, including hybrid-meeting set-up arrangements.
- Take and process minutes when required for meetings, including at CCI Council meetings and CCI Services Company Directors’ meetings.
- Support the preparation and delivery of CCI Council and the CCI Advisory Board meetings, including liaising with Council and Board members and/or their Executive Assistants, preparation of papers, arranging meeting logistics, taking minutes, and ensuring efficient follow-up.

Office and systems management

- Establish, implement and maintain full administrative systems for CCI, including filing systems (electronic and hard copy) and appropriate databases.
- Ensure that the EDO is compliant with all relevant University of Cambridge, CJBS and David Attenborough Building policies, and that these are clearly communicated, applied and adhered to by EDO staff.
- Create an efficient, polite and welcoming atmosphere for those contacting and visiting CCI.
- Take responsibility for maintaining office supplies (eg stationery and IT supplies) and the general appearance of the office.
- Co-ordinate with the CJBS IT and HR teams to support the EDO staff with their IT and HR needs, including temporary contractors through the Temporary Employment Service.
- Act as a contact point for CCI EDO staff, co-ordinating desk space in the office and inducting new starters.
- Support internal communications within the EDO office; arranging team meetings and away days and keeping staff up to date on current activities.
- Act as the CCI representative for internal communications within the David Attenborough Building, to include representing the EDO at relevant meetings including the Building Users Group and the Sustainability Working Group.

Support for CCI events

- Provide administrative and logistical support for CCI events and meetings, including organising venues, catering, logistics, etc. Such gatherings will include VIP guests, leading researchers, policy makers and conservation practitioners, business executives and media contacts and core CCI members (leading academics and conservation organisation representatives).

The person

The ideal candidate should have the following qualities, skills, and attributes. You are asked to complete an online application form demonstrating how your own experience meets these requirements:

- Educated to degree level (or with an equivalent level of practical experience).
- Experience as a senior administrative assistant at director level, including minute-taking.
Experience of establishing and maintaining office systems.
Good working knowledge of IT and office technologies, including audio visual equipment systems and databases.
Excellent oral and written communication skills.
Able to work under pressure and meet deadlines without compromising on quality.
Good interpersonal and diplomatic skills.
Ability to problem-solve and initiate solutions.
Evidence of an interest in the environment and conservation.
Personable and engaging, with the ability to make people feel welcome and at ease.
Discreet personality with ability to handle colleagues sensitively and maintain confidentiality.
Ability to multitask and work independently.
Flexible and open to change in terms of working practices and environments.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £27,116-£31,406 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 16 January 2022.**

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 2011.

**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.