The University of Cambridge is one of the oldest and most prestigious universities in the world and is consistently at or near the top of national and international rankings. Cambridge sits at the heart of the extraordinary phenomenon of start-up and growing technology-based businesses and is only an hour away from the financial and business capital of London. This location, combined with the University’s global network of alumni and other supporters, provides unparalleled access to companies throughout the world. Further information on the University of Cambridge can be found at www.cam.ac.uk.

The El-Erian Institute (EEI) is a research centre located within Cambridge Judge Business School (CJBS). Set up in 2022, it aspires to become over time a centre for Behavioural Insights and Behavioural Public Policy with global visibility, reach and impact. It is led by Professor Lucia Reisch, the inaugural El-Erian Professor of Behavioural Economics and Public Policy.

The role

This newly established role in the El-Erian Institute is responsible for setting up all executive and administrative channels necessary to establish and grow the EEI research programme with a view to anchoring it in the Cambridge University research landscape. The role holder will report to the Academic Director of the El-Erian Institute and will provide effective management by taking on a significant proportion of the decision making, planning and problem solving necessary to ensure all centre activity, budgeting and reporting milestones are met.

The primary purpose of this new role is to support the Academic Director in providing efficient leadership of EEI business and activity by optimising management of the Institute’s core areas: research and research impact management; governance and planning; budget oversight; stakeholder management (Internal & External); project management; team and line management; compliance and due diligence; and communications management.

The EEI Manager will have a high degree of autonomy in this role, with the ability to interact with a wide range of senior collaborators and stakeholders (including Faculty; Research Strategy Office, Research Operations Office; international research institutions, colleagues from other teams within the department, Cambridge University, etc).

In addition to strong project management skills, the role holder will be expected to have excellent communication skills, the ability to build and manage teams in order to achieve success in the Institute’s activities and projects, and the ability to plan, problem solve and make decisions that promote EEI community building and organisational growth.
Main responsibilities

Governance and planning

- Ensure transparent decision-making processes and controls are in place.
- Prepare documents as required for EEI planning and strategy meetings.
- Work alongside the Academic Director contributing to the strategic planning process.
- Take the lead in formulating the policies necessary in implementing the Institute’s strategic plan, monitoring when issues and problems arise with this implementation, alerting the Academic Director and recommending ‘emergent’ strategy adapt to the changing environment.
- Oversee the compilation of reports to funders and benefactors.
- Integrate new projects and activities into the Institute, ensuring adequate space and resource allocation.

Programme, project, and Institute administration

- Overall responsibility for ensuring that the Institute’s operational and process management is functioning to optimal standards.
- Lead event management activity and delivery. This includes understanding the opportunities open to the Institute from an event perspective, formulating an event strategy that supports the Institute’s wider strategic goals and making decisions on resource allocation to pursue this strategy. Evaluating events at their conclusion and using this information to guide the direction of future event activity.
- Liaison with the department’s HR team ensuring that all HR processes and procedures conform with University guidelines and UK employment law and guiding the wider team in instances when HR policy will impact on the Institute’s strategic plans.
- Liaison with the department’s IT team ensuring that the Institute’s staff and visitors are provided with high-quality, responsive IT equipment and support.
- Liaison with the department’s Facilities team in relation to office maintenance and repairs.
- Responsible for Institute’s Health and Safety.

Stakeholder management (internal and external)

- Proactively initiate and develop relationships across the University, within the department and with external partners to support the Institute’s strategic objectives.
- Undertake direct responsibility for managing specific stakeholder relationships and develop these relationships to optimise the interaction and opportunities that can be drawn from these relationships for the benefit of the Institute and the department.
- Represent the Institute and the department through attendance and participation in relevant events, meetings and working groups.

Research management

- Monitor that all new research projects and related activity meets the University’s research protocols.
• Work collaboratively with the CJBS research management team to identify and optimise grant funding opportunities as required.

• Liaise with academics and other collaborating teams/departments/institutions to ensure due diligence standards are met in grant administration as required.

Financial management:

• Plan and prepare budgets and forecasts for Academic Director.
• Ensure accurate and timely reports are available to funders as required.
• Ensure all Institute financial activity adheres to and is integrated into University rules and procedures.

Team and line management

• Work with the Academic Director to create a consistent HR strategy to support the Institute’s activity and implement this efficiently.
• Undertakes responsibility for line managing other team members and support staff, including recruitment, induction and line management (eg, setting priorities, day-to-day management and appraisal).
• Supervise the project teams responsible for supporting the Institute’s administrative, project and event related activities.
• Manage outsourced relationships with contractors and industry.

Communications management

• Develop the Institute’s communications and content management strategy, including an online and digital plan; oversee implementation.
• Work with the Academic Director to create a consistent editorial strategy.
• Take responsibility for effective messages across print and e-communications to the Institute’s different audiences that create compelling and engaging content.
• Liaise with CJBS and University development and communication teams as required.

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:

• Educated to a degree level or with equivalent experience.
• Experience of strategic planning, service delivery, resource management and business planning.
• Experience of handling and engaging with senior academic and administrative stakeholders.
• Experience of research, project and event management and demonstrated ability to deliver these against budgets and within deadlines.
• Experience of working in Higher Education research management.
• Experience in a management role supervising staff and leading teams.
• Research contract management/administration (successful management and execution of contracts).
• Strong numeracy skills and the ability to interpret data.
• Ability to work under pressure to tight deadlines.
• Ability to prioritise heavy workload effectively and adapt to changes.
• An analytical mindset, with a high standard of attention to detail.
• A reasonable understanding of governing legislation and policies of the University.
• A high degree of initiative, resourcefulness and creativity.
• Excellent interpersonal skills and sound judgement.
• Excellent spoken communication skills, including strong negotiation and influencing skills and the ability to liaise confidently with staff at all levels and key stakeholders.
• Excellent written communication skills, including the ability to summarise complex information in a concise yet persuasive manner and to a range of audience.

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 £31,406 - £40,927 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.

Fixed term: The funds for this post are available for four years in the first instance.

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.

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.

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 by email on hr@jbs.cam.ac.uk.