

JOB TITLE: ASSISTANT TO DIRECTOR OF OPERATIONS & FINANCE

REPORTS TO: DIRECTOR OF OPERATIONS & FINANCE

Background

The Assistant to Director of Operations and Finance provides administrative support for central activities in the Cambridge Judge Business School (CJBS). The Business School has around 80 faculty, 400 professional staff, approximately 1000 students and a large number of executive education participants. The Business School is a highly ranked global business school, situated within one of the world's most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

The role reports to the Director of Operations and Finance and provides support to the Director of Operations and Finance and a number of school-wide activities which fall under the remit of this senior manager. Additionally, the role holder provides support as required to other senior staff at the Business School. The role holder will work closely with the PA to the Head of Department along with other key individuals in the Operations team.

The main focuses of the role include diary and travel management, acting as secretary to several CJBS-wide committees, maintaining records for CJBS-wide initiatives and projects (such as the Business School's risk register), undertaking research and ad-hoc analysis and providing additional support to the Head of Department's PA, as required.

The role

Main responsibilities

- Provide executive support service to the Director of Operations and Finance and any members of the leadership team, as required. Deputise and provide cover for the Head of Department's PA during vacation periods or when the Head of Department's PA is unavailable or busy.
- Manage diaries, assess the availability and wishes of Head of Department/Director to meet, set up a wide range of complex internal and external meetings both in Cambridge and elsewhere, manage the schedule of meetings, plan and manage the overall working day to ensure an appropriate balance of meetings, manage all meeting follow up activity. Take administrative decisions on their behalf in their absence (such as setting deadlines for incoming material).
- Support the Director of Operations and Finance, Head of Department and Vice-Deans in the preparation of various CJBS committees (total of five standing committees and various ad hoc working groups). Draft agendas for approval and collating papers, maintain and action a schedule of cyclical items, write the minutes, ensure flow of decisions are in accordance with the different CJBS committees and take follow-up actions while managing other people to take forward the relevant actions.

- Lead on the department's risk register, terms of reference of all the committees within CJBS and various compliance database (eg anti-bribery training). Design and manage the timeframe for the revisions, update the information according to the central guidance, and reflect emerging opportunities based on a clear understanding of risks faced by the Business School. Follow up revisions by managing input of various stakeholders. Manage project documentation and records for Business School-wide initiative (eg Future of Work project) to ensure quality and audit trails are maintained.
- Carry out ad hoc analysis. Gather, analyse and present data, compile reports, set up databases and reports as required. Undertake preliminary research using a wide range of information sources. Prepare/draft presentations, briefing notes and correspondence for the Director.
- Manage large-scale events and visits by high profile figures visiting the Director. Manage travel arrangements and itineraries within Cambridge, the UK and overseas, clarify visa requirements, book air travel, liaise closely with conference/seminar organisers at destination and ensure personal preferences are incorporated where possible.
- Take responsibility for office administration. Co-ordinate administrative processes for the various operational teams (IT, Facilities, Catering, Central Timetabling, Information and Library Services, Research Support, Finance and Digital Learning) liaise closely with staff at all levels to ensure that the work of the Director's office is in line with work undertaken in other parts of the Department, maintain a comprehensive filing system including, data management systems for confidential files, committee papers and records, update and amend procedures and processes.
- Support HR related activities such as the recruitment process for the Department. Work with the CJBS HR team, arrange advertising for assistant staff posts and academic related posts, draft adverts, arrange interviews, induct new Operations Managers/Heads of operation teams in administrative processes and mentor new secretarial support staff as required.
- Provide financial administration. Process expenses for the Director and visitors, manage funds eg monitor expenditure against budgets, administer procurement processes, raise purchase orders and invoices in line with University financial procedures and financial regulations.
- Manage and update the intranet webpages for the various operational teams, as required, ensure a user-friendly interface as well as helpful reservoir of information, initiate regular updates. Maintain the organisational charts for CJBS committee governance structure and the operational teams.
- Manage projects as delegated by the Director of Operations and Finance or Chair of relevant Committees at a level relevant to the responsibilities of the post. This includes driving the projects forward, taking responsibility for action and making proposals on procedural issues or solutions to problems/issues as required.
- Manage communications with senior members within the University and externally. Liaise by letter, telephone, email and in person with senior staff, senior internal and external academics, arrange programmes, meetings and visits for visitors to the department.

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:

- Educated to A-level standard, highly literate.

- Previous experience in organising and managing Committee work, including drafting of agenda and writing minutes.
- Previous high-level PA/Secretarial Administrative experience.
- Experience in analysing data and organising information.
- Highly competent in standard software packages, eg Word, Excel, Powerpoint and Outlook.
- Excellent communication and interpersonal skills.
- Excellent organisational skills.
- Demonstrate advanced knowledge of Executive Assistance.
- Excellent writing skills.
- Strong organisational skills.
- Professional demeanour that will engender the respect from a variety of stakeholders.
- Understanding of the confidential nature of information and ability to deal with information in a discreet and professional manner.

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 £29,614-£35,326 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 15 September 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.

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.