Cambridge Judge Business School

Further particulars

JOB TITLE: ASSISTANT TO DIRECTOR OF OPERATIONS & FINANCE

REPORTS TO: DIRECTOR OF OPERATIONS & FINANCE

Background

Cambridge Judge Business School (CJBS) 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 Business School has around 80 faculty, 400 professional staff, approximately 1000 students and a large number of executive education participants.

The portfolio of the Director of Operations and Finance comprises of: IT, Facilities and Campus Services, Information and Library Services, Research Support, Digital Learning, Academic Scheduling, Finance, Strategic Projects, Governance and Policies.

Reporting directly to the Director of Operations and Finance, the Assistant provides high-level administrative support to the Director with the day-to-day running of her portfolio and various school-wide activities.

Additionally, the role holder provides support to other senior staff at the Business School, as directed, to ensure that the goals and objectives of the Business School are accomplished. The role holder will work closely with the PA to the Head of Department along with other key individuals in the Operations team and across CJBS.

The role

Main responsibilities

- Represent the Director and the Business School in a positive light through great follow-through skills and sound judgement.
- Maintain professionalism and discretion; manage sensitive matters with a high level of confidentiality especially decisions directly impacting the strategy and operations of the Business School.
- Prepare presentations, agendas, minutes, reports, special projects and other documents in support of objectives for the organisation.
- Assist in conducting research and analysis; gather, analyse and present data, compile reports, prepare presentations and briefing notes, set up databases and reports as required.
- Support the workings of internal CJBS committees, 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.
• Organise complex calendars and schedules, resolving any scheduling issues and managing content and flow of information.

• Conserve the Director’s time by reading, researching, collecting and analysing information as needed, in advance.

• Manage and complete ad hoc projects, as assigned; manage project documentation and records for Business School-wide initiatives.

• Manage events and visits, including large-scale events or visits by high profile figures visiting the Director or other senior leadership team, as required.

• Support HR related activities for the Director; including inducting new managers within the Director’s portfolio and mentoring new secretarial support staff as required.

• Provide financial administration support.

• Deputise and provide cover for the Dean’s Office during vacation periods or when the Head of Department’s PA is unavailable or busy.

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:

• Ability to communicate (written and verbal) effectively and professionally with people at all levels of an organisation.

• Has a strong business sense and can decipher priorities and make sound judgement calls when needed; especially when there are multiple deadlines.

• Possess a commitment to excellence; performing duties at the highest level possible on a consistent basis.

• Has a service focus approach, dedicated to meeting the expectations of the Director and other senior staff by maintaining effective relationships with stakeholders.

• Ability to function well in a varied and high-paced environment; perform additional duties as assigned and able to think outside the box with a sense of urgency.

• Flexible team player willing to do what it takes to get the job done, adaptable and enjoys a challenge.

• Experience in analysing data and organising information.

• Excellent organisational skills, with ability to pro-actively plan and manage workload and priorities.

• Possess a meticulous attention to detail.

• 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 sensitive manner.

• High proficiency in Microsoft Office (Outlook, Word, Excel and Powerpoint), with aptitude to learn new software and systems.
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 £30,502-£36,386 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 6 November 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.