

# Cambridge Judge Business School Executive Education

HR Manager

Closing date: 20 March 2026

[www.jbs.cam.ac.uk/executive-education](http://www.jbs.cam.ac.uk/executive-education)

JUDGE BUSINESS SCHOOL



UNIVERSITY OF  
CAMBRIDGE  
Judge Business School

Executive Education

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# Executive Education at Cambridge Judge Business School

JBS Executive Education Ltd (JBSEEL) is a limited company wholly owned by the University of Cambridge and based in Cambridge Judge Business School (CJBS).

Our commercial activities include a calendar of scheduled programmes and executive learning open to anyone at the requisite level in their career (Open Programmes), and a comprehensive suite of bespoke programmes designed to address the specific learning and strategic needs of organisational clients (Custom Programmes). Across our entire portfolio we offer an exciting mix of immersive and innovative face-to-face, live online, and digital learning experiences. Executive Education is also home to The Psychometrics Centre, a multidisciplinary research institution specialising in all forms of psychological assessment.

Our academically rigorous programmes are led and delivered by Cambridge Judge Business School's world-leading faculty at the University of Cambridge. Our content stems from their latest cutting-edge research, and we draw upon the strengths and resources of the wider University of Cambridge and the Cambridge ecosystem including senior industry practitioners and specialists who bring theory to life with lived examples and case studies. Our programmes make a lasting impact on our clients and deliver transformative learning experiences enabling them to make a real difference upon returning to their role, across all layers of their organisation.

Executive Education at Cambridge continues to innovate and grow across some of the Business School's most important and meaningful areas of research, including environmental, social and governance (ESG), strategy, leadership, and competitiveness and alternative finance. In addition to this, as of March 2024 we are proud to be a certified B Corp, showcasing our commitment to meet high standards of social and environmental performance, transparency, and accountability. Through our products, practices, and profits, we aspire to do no harm and benefit all. These commitments are aimed towards not just our clients and participants but also our staff, our wider community and the planet. Furthermore, the Cambridge Judge Business School are proud recipients of the Athena Swan Bronze Award, to recognise its commitment to gender equality.

We are a growing team of approximately 85 members of full-time, part-time, permanent, temporary and contract staff. We foster an inclusive and supportive environment where everyone can thrive, whatever their background, identity or working style.

Each member of our diverse and competent workforce has a purpose, contributing to our organisational development, and supporting our clients, people, culture, and growth. Together, **we change leaders who change the world.**

# HR Manager

## Job Overview:

As an HR Manager, you will **change leaders who change the world by** coaching, supporting, and empowering the team behind executive education, creating the environment, capability, and culture they need to develop exceptional leaders who make a global impact.

We are seeking an exceptional HR Manager to lead the full HR function across JBSEEL. This is a rare opportunity to shape a high-performing, commercially minded people culture within a dynamic business unit at one of the world's most respected universities.

Reporting to the Director of Executive Education (with a dotted line to the Head of People, CJBS), you will be work closely with the Senior Leadership Team of JBSEEL, the University HR Division, Finance, Compliance and Payroll, as well as external partners where appropriate, being the trusted professional advisor on all HR matters, combining strategic insight with hands-on operational delivery. You will ensure that HR services reflect both JBSEEL's commercial pace and the rigour of University compliance standards.

## Main responsibilities include:

- Leading all HR activity across JBSEEL, including recruitment, performance management, employee relations, reward, and HR policy;
- Advising senior leadership on people strategy, workforce planning and organisational design, using data-driven insights to support decision-making;
- Shaping and reinforcing a high-performance, accountable and commercially focused culture;
- Managing complex employee relations issues with professionalism, sound judgement and discretion;
- Streamlining HR processes and embedding efficient, modern systems to improve service quality and impact;
- Collaborating closely with University HR, CJBS HR colleagues and internal stakeholders to ensure consistent, compliant and effective HR practice;
- Overseeing learning and development, coaching interventions, onboarding, and staff engagement initiatives;
- Any other appropriate duties relevant to the role.

We understand the importance of flexibility in managing work-life balance and our structure includes flexible working hours to accommodate individual needs and preferences.

**We welcome applications up until 23:59 on Friday 20 March 2026.**

## Start date:

ASAP

## Salary:

£45,000 - £55,000

## Contract:

Permanent

## Working pattern:

Full-time, 40 hours per week

## Location:

Hybrid:  
 Trumpington Street,  
 Cambridge | Remote

## Department:

Open Programmes

## Reports to:

Allison Wheeler-Héau  
 Director of Executive Education

## Dotted reporting line to:

Kal Sandhu  
 Head of People (CJBS)

# Key Responsibilities

## Strategic and operational leadership

- Develop and implement HR plans and initiatives that support JBSEEL's commercial and strategic priorities, ensuring alignment with the wider Business School and University HR framework.
- Act as a trusted professional advisor primarily to the Director of JBSEEL, as well as to senior leadership on people strategy, organisational design and workforce planning.
- Provide data-driven insight to inform strategic decisions, particularly around recruitment, reward, performance and retention.
- Ensure that HR services reflect both the entrepreneurial culture of JBSEEL and the rigour of University compliance standards.

## Culture, performance and engagement

- Champion a high-performance, meritocratic culture - rewarding excellence, driving accountability and nurturing potential.
- Support the Director in reinforcing JBSEEL's culture of professionalism and commercial focus, balancing staff wellbeing with business imperatives.
- Lead performance management processes, ensuring clear expectations, constructive feedback and consistent follow-through.
- Advise managers on handling underperformance and difficult conversations, modelling direct, fair and outcomes-driven practice.

## Employee relations and HR policy

- Provide authoritative advice to managers and staff on complex HR matters, including disciplinary, capability and grievance cases, ensuring fair, lawful and timely resolution.
- Ensure that all HR activity aligns with University policy, employment law and best practice.
- Lead on continuous improvement of HR processes, simplifying and modernising systems to enhance efficiency and impact.
- Uphold confidentiality, discretion and integrity in all HR dealings.

## Recruitment, resourcing and onboarding

- Lead all recruitment for JBSEEL, from workforce planning through to appointment and onboarding.
- Ensure that all appointments are made on merit and aligned with the business's strategic needs.
- Collaborate with hiring managers to design role descriptions that are clear, specific and outcomes focused.
- Negotiate offers and salary packages within agreed frameworks, maintaining fairness, transparency and fiscal prudence.
- Streamline onboarding processes to deliver a professional and consistent employee experience.

# Key Responsibilities

## Learning, development and coaching

- Oversee the design and delivery of training initiatives that strengthen managerial capability and leadership effectiveness.
- Coordinate coaching, mentoring and development support for staff at all levels, ensuring that spend on training delivers measurable return on investment.
- Support the Director in promoting continuous professional growth, ownership of performance, and self-driven development.

## Compensation and benefits

- Administer JBSEEL's remuneration and bonus frameworks, ensuring that these drive commercial outcomes and reward excellence appropriately.
- Review and refine bonus and recognition schemes to align with business performance, fairness, and transparency.
- Maintain and monitor HR budgets, training expenditure and temporary staffing costs, ensuring prudent financial management (maintain close communications with the Director of Finance).

## Management of, and input into, HR metrics

- Produce and interpret HR metrics (staff turnover, absence, engagement) to support business planning and decision-making. Ensure management of and analysis of the data to drive organisational insights (such as ROI of training etc). Use data to drive HR decision-making in strategic planning to enhance workforce optimisation and engagement.
- Implement innovative digital HR technologies, such as automated onboarding systems, AI-based learning platforms and virtual reality for employee training.
- Accountability for staying updated on HR tech trends and for assessing their applicability to JBSEEL.

## Compliance and University liaison

- Ensure full compliance with the University and Business School HR policies, employment legislation, and GDPR requirements.
- Work collaboratively with University HR, Payroll, Legal and Compliance teams to ensure JBSEEL's HR operations meet institutional and statutory standards.
- Design or work with CJBS HR to implement employee engagement initiatives, such as recognition programmes, staff surveys and social events.
- Support visa and relocation processes for international hires.

## Leadership and team development

- Lead by example - combining professional integrity with fairness and pace.
- Provide day-to-day leadership and direction to the small JBSEEL HR function (including shared administrative support where applicable).
- Build a culture of accountability, continuous improvement and proactive problem-solving across the team.

## Additionally

- Contribute effectively to JBSEEL values and team activities.
- Participate in and contribute to special projects where relevant.

# Person Specification

## Essential:

- CIPD Level 7 qualified (or equivalent experience).
- Proven HR management experience, ideally within a complex, multi-stakeholder organisation or academic/commercial hybrid.
- Strong commercial and financial awareness - able to balance empathy with business needs.
- Exceptional interpersonal skills; approachable yet firm, with sound judgement and discretion.
- Skilled in coaching, influencing and partnering with senior leaders.
- Confident in handling complex HR matters and advising on strategic people issues.
- Resilient, pragmatic, and comfortable working at pace.
- Capable of challenging constructively, holding difficult conversations and driving outcomes.
- Deep understanding of HR policy, employment law and the University's HR framework.
- High personal integrity and commitment to confidentiality.
- Demonstratable commitment to fairness, meritocracy and professionalism.

## Desirable:

- Experience working within Higher Education or Executive Education environments.
- Familiarity with University of Cambridge systems and processes.
- Experience managing HR in a subsidiary or limited company context.

## Personality and Approach:

- Commercially minded – always asking 'what works best for the business'.
- Decisive and action-oriented – working at pace, avoiding unnecessary bureaucracy.
- Firm but fair – balancing empathy with authority and fostering respect through professionalism.
- Ethical and trusted – handling sensitive information and issues with complete confidentiality.
- Collaborative yet independent – building strong relationships across CJBS HR and University teams.
- A proactive driver of change – challenging legacy processes and shaping a culture of high performance.
- A role model - demonstrating integrity, composure and a solutions-driven mindset.

# Our Values



We embody  
**WORLD-LEADING  
EXCELLENCE**



We have and  
encourage a  
**GROWTH  
MINDSET**



We make others  
**GREAT,**  
always



We are positive and  
**SOLUTION-  
ORIENTED**



We are better  
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We are better **TOGETHER.**

## Our behaviours

- We challenge ourselves to be the best in Executive Education.
- We benchmark against the best in the world to reflect best practice and continual improvement in everything we do.
- We are constantly exploring and implementing new ideas, opportunities and efficiencies.
- We lead change to grow at pace.
- We embrace innovation that brings personal, professional and financial growth.
- We have the courage to experiment and think big.
- We actively celebrate the success of others as a collective achievement.
- We challenge each other because we want everyone to reach their true potential.
- We empower and support each other to achieve greatness.
- We reframe challenges through a positive mindset.
- We challenge each other to be constructive and propose solutions.
- To be our best professional selves, we each need to prioritise and nurture our wellbeing and boundaries.
- We recognise and value every colleague's role in achieving success for us, our business, clients, and faculty, and focus on outputs that contribute to this.
- We understand and believe in JBSEEL's strategy and values, recognising and being accountable for our role in achieving them.
- We are reliable and trusted partners to all stakeholders, delivering our agreed outputs on time.

# The University and Living in Cambridge

**The University of Cambridge** is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

## Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

## Relocation Support

We recognise the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to join our team. For further information, please visit: <https://www.accommodation.cam.ac.uk/RelocationService/>.

For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free **visa loan scheme** for current and prospective staff (and their dependents), to help with meeting the cost of obtaining a visa.

**Our mission** is to contribute to society through the pursuit of education, learning and research at the highest international excellence.

## Our core values are:

- Freedom of thought and expression; *and*
- Freedom from discrimination

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge.

The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets.

For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk>.

# Benefits

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, JBS Executive Education Ltd is a great place to work. Although we are a separate entity, we are wholly owned by the University of Cambridge and mirror their wide range of competitive benefits and services, along with some additional extras. We give access to numerous discounts on shopping, health care, financial services and public transport. We also offer a generous workplace pension and a tax-efficient bicycle scheme. As well as this, our teams benefit from extensive opportunities for training and development, as well as access to a range of social and family-friendly activities within and outside of JBS Executive Education Ltd.

## Key benefits include:

- A generous **annual leave** allowance of 33 days plus bank holidays (pro-rata for part-time staff and those joining or leaving the company within the year).
- Enhanced **family and other leave**, which includes: maternity leave of 26 weeks at full pay, paternity leave of 12 weeks at full pay, neonatal care leave of up to 12 weeks at full pay, up to 5 days per year of emergency leave, discretionary compassionate leave, 1 day of volunteering leave and up to 1 hour every 3 months to donate blood.
- Yearly **pay reviews**, mirroring the University of Cambridge's annual cost of living increase, as well as performance-related pay and two bonus schemes (general staff and sales).
- An attractive **pension scheme**, which for most staff is the USS pension scheme with a total contribution of 20.6%.
- The **CJBS Food Club App**, allowing all employees 1 free hot drink from our subsidised café per day.
- Regular **social activities**, including yearly Summer parties and Christmas lunches, as well as other activities throughout the year such as celebrations of the Chinese New Year, Halloween, Thanksgiving, sports activities, wreath making, tours of Cambridge and more.
- Various forms of **personal and professional development**, including a £500 per person per year individual training budget, as well as opportunity to present business cases for higher cost training, a mentoring scheme, places on our Open Programmes, opportunity to participate in Executive Coaching and our internal academies, access to Blinkist, LinkedIn Learning, and a Learning and Development team.

## CAMBENS employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens, which we are able to access. CAMbens offers something for everyone across a range of categories, including:

- **Financial Benefits**, including discounts and vouchers at hundreds of retailers, a TOTUM card, Costco membership and a Payroll Giving scheme;
- **Travel Benefits**, including a Cycle to Work scheme, Dr Bike repair sessions, discounts on bus and train tickets and interest-free Travel to Work loans;
- **Family Friendly and Lifestyle Benefits**, including support with childcare in the form of workplace nurseries and playschemes, family friendly policies, and access to the Botanic Gardens, Museums, Colleges and a variety of other activities across Cambridge;
- **Health and Wellbeing Benefits**, including a University Staff Counselling Service, Occupational Health service, discounts at the University Sports Centre and other local gyms, and healthcare schemes.

# Terms of Appointment

**Tenure and probation:**

This is a permanent appointment. Appointments will be subject to satisfactory completion of a nine-month probationary period.

**Hours of work and working pattern:**

The hours of work for the position are full-time, 40 hours per week.

This is hybrid role, with a current company-wide requirement of a **minimum** of two working days from our office in Cambridge.

We recognise the benefits to flexible working, including supporting caring responsibilities and a work-life balance. We do not have set start/finish times, but do ask that employees discuss their ideal working pattern with their line manager to ensure alignment with expectations and needs of the business.

**Pension:**

The majority of employees will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme.

For further information please visit: <https://www.pensions.admin.cam.ac.uk/>.

**Annual leave:**

Full-time employees are entitled to annual paid leave of 33 days per annum plus 8 days of public holidays. For new and part-time employees, annual leave will be pro-rata based on days worked.

**Pre-employment checks****Right to work in the UK:**

We have a legal responsibility to ensure that you have the right to work within the UK before you can start working for us. If you do not have the right to work within the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**References:**

Offers of appointment will be subject to the receipt of satisfactory references.

**Health Declaration:**

Once an offer of employment has been made, the successful candidate will be required to complete a work health declaration form.

# Equality of Opportunity at the University

## Equality and Diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society.

All appointments are made on the basis of merit. 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. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, the Disabled Staff Network, the Race Equality Network and LGBT+ Staff Network. More details are available here: <https://www.equality.admin.cam.ac.uk/>.

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena Swan award recognises and celebrates good practice in recruiting, retaining and promoting women.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, within your application. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact **Elle McGregor, HR Advisor**, who is responsible for recruitment to this position via: [e.mcgregor@jbs.cam.ac.uk](mailto:e.mcgregor@jbs.cam.ac.uk).

# How to apply

If you ...

Embody **world-leading excellence**

Have and encourage a **growth mindset**

Make others **great**, always

Are positive and **solution-oriented**

Believe we are better, **together**

... and would like to join our team to contribute to our mission of **changing leaders who change the world**, we would love to hear from you!

To submit an application, please send your CV and cover letter explaining how your skills and experience would prepare you for this role to our recruitment partner, Neil Telfer: [neil@telferpartners.com](mailto:neil@telferpartners.com).

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying or at interview if your application is successful.

**The closing date for receipt of applications is 23:59 on Friday 20 March 2026.**

**We look forward to hearing from you!**