Post Title: Senior Officer (Deputy Head of the Office)
Reporting to: Head of the Office of Intercollegiate Services (OIS)
Salary: £55,751 - £59,135 pa (spine point 59-61)
Hours: 37.5 hours per week

Deputy Head of the Office of Intercollegiate Services

The post sits within the Office of Intercollegiate Services, which is a company owned by the Cambridge Colleges that supports the activities of the principal intercollegiate committees (the Colleges’ Committee and its Standing Committee, the Bursars’ Committee and its various Sub-Committees, the Senior Tutors’ Committee, and the College Development Directors Committee), and works closely with the Head of the Office to provide a focal point of contact for the Colleges, providing support and advice for the officers of the intercollegiate committees and individual members of their committees.

The primary duties of the postholder will be:

i. to manage and deliver the majority of the operational projects and annual processes of the Office.
ii. to undertake research and information gathering to inform intercollegiate business.
iii. to provide support to a number of intercollegiate committees, including preparation of agendas, papers and minutes and providing or facilitating advice.
iv. to deputise at need for the Head of the Office and to take appropriate action in their absence.

As the successful candidate, you will have significant experience of working in a higher education environment and be particularly proficient in clear communications and the management of statistical information. You will be experienced in running operations common for a small company, in servicing board-level committees (preferably in an academic environment), and in conducting research and interpreting complex information for a range of audiences. Prior experience of line management, drafting policy documents and engaging with information from external regulatory bodies will be advantageous.

You will be self-motivated and willing to embrace and recommend change, and be prepared to be flexible in your approach. In addition to these and other interpersonal and problem-solving skills, you will need demonstrate a proactive approach to problem-solving and be able to adapt solutions to accommodate unexpected changes and challenges.

The position attracts 25 days of paid holiday per year, plus bank holidays, and a free lunch on days where you are in the office (which will generally be expected notwithstanding the current COVID-related constraints issued by government). We are looking to appoint one person full-time (37.5 hpw) but will consider part-time applications. We offer flexible working arrangements.

How to apply: Applications will include the completion of an application form and (optional) equal opportunities form, a CV and a covering letter. Completed applications should be emailed to jobs@ois.cam.ac.uk. The letter will be expected to demonstrate suitability by addressing the issues outlined above. Informal enquiries to the Head of the Office (Dr Matthew Russell) are welcome by phone (01223 768735) or by email (head@ois.cam.ac.uk).

The closing date for applications is 25 July 2021; interviews will take place on 2 August 2021, for which shortlisted candidates will be sent some preparatory material in advance. You should allow 1 hour for the interview, which will be in central Cambridge. Candidates invited for interview will be notified by the evening of 28 July 2021.

How we use your personal information: Your personal data will be used by us in the first instance solely for the purposes of considering your suitability for employment and for us to manage our recruitment processes, including our monitoring of equality and diversity within OIS. A copy of our full data protection statement for job applicants is available at: ois_data_protection_statement_for_job_applicants.pdf (cam.ac.uk).

Equality of Opportunity: Any recruitment will be determined only by personal merit and the application of criteria which are related to the duties of the post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant shall be discriminated against because of age, disability, sex, gender reassignment, marriage or civil partnership, race, religion or belief, or sexual orientation.
During the applications process candidates are requested to complete the Equal Opportunities Form as part of our Equal Opportunities Policy and monitoring process. The contents of this form will not be disclosed to the selection or interview panels.