JOB DESCRIPTION – COMPLIANCE ADMINISTRATOR

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Compliance Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Bursar</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Probation Period</td>
<td>Six months</td>
</tr>
<tr>
<td>Salary Range</td>
<td>60% of £34,804 to £38,017</td>
</tr>
<tr>
<td>Hours of Work</td>
<td>This is a part-time role (60% FTE) with working hours concentrated during term time</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff</td>
</tr>
<tr>
<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time</td>
</tr>
</tbody>
</table>

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, with a unique character that comes directly from our members. We’re one of just four Cambridge Colleges dedicated to undergraduates aged 21 and over and postgraduates. That gives Hughes Hall a very different feel from Colleges with younger students.

We’re the second-largest College for postgraduates, but we also have around 100 undergraduates and medical students. Overall, we have around 700 student members and 200 senior members.

We’re one of the most international Cambridge Colleges. We have students from more than 75 countries, and our senior members also come from all over the world. They include top academics, leading figures from government and the third sector, and senior executives in business, finance and law.

Hughes Hall is a College that bridges the academic and external worlds. Our mission is to use academic learning to bring about real change and growth in the world.

We started out as a women-only College for schoolteachers. Over time, we’ve widened both our student profile and our teaching. Today, we welcome students from every background and every part of the world, many of whom are looking for a new direction in study, work or life.
We cover every subject, but we focus strongly on five areas that are all about solving real-world problems through training professionals and studying their associated academic disciplines: law (with philosophy); business (with economics); medicine (with the life sciences); engineering (with computer science, mathematics and physical sciences) and education (with social sciences).

Our atmosphere is open, friendly and communal. We don’t put up any barriers between students, academics and staff. Everyone works, talks and eats together. Unlike most Colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The College’s senior membership and staff form a diverse and experienced oversight, management, and support team for the College. The senior membership of Hughes Hall comprises a broad range of professional academics at all stages of their academic careers, from early career researchers developing their research profiles, to established Professors directing world-class projects and departments. The College’s Governing Body, which has overall responsibility for the College and is the committee of charity trustees for the College as a charity, is made up of a core group of ‘Fellows’. However, the broader senior membership, made up of Honorary, Life, and Quondam Fellows, as well as By-Fellows, Associates, Research Associates, and Visiting Scholars incorporates a wide range of scholars and professionals into the intellectual and communal life of the College. As a group, referred to collectively as the “senior membership”, these individuals represent the core academic, cultural and institutional leadership of the College community.

The wider community of staff includes individuals experienced in the wide range of skills and day-to-day support functions required in a large and complex educational institution.

Job Purpose

Hughes Hall wishes to recruit an experienced administrator for the newly established role of Compliance Administrator. The Compliance Administrator will act as Secretary to a number of College committees (Finance, Investments, Audit, Remuneration and Estates) and will implement and monitor systems to ensure compliance with legislation, policies and procedures across the College’s operational and financial departments.

This is a part-time (60%) role with working hours concentrated during term time. The exact working pattern will be agreed between the Bursar and the successful candidate.

Main Responsibilities

We are looking for an individual who has a very strong administrative background with excellent attention to detail and experience of reviewing and developing systems and processes.

The individual will act as Secretary to the following College committees:

- Finance (3 meetings per annum)
- Investments (2 meetings per annum)
- Audit (2 meetings per annum)
- Remuneration (2 meetings per annum)
- Estates (3 meetings per annum)
Committee work will include:

- Input to papers (under the Bursar's direction)
- Overseeing the work flowing into, between and out of these committees
- Liaising with the secretaries to other College committees and, particularly with the Secretary to GB and Council
- Supporting/organising working groups set up by the five committees
- Servicing other College committees when required

In addition, the individual will:

- Take responsibility for implementing and monitoring systems to ensure compliance with GDPR across the College
- Work with the Development Office to ensure that financial Regulations concerning donations and trusts are brought to Council for approval (via Finance Committee)
- Ensure that other financial regulations are regularly reviewed and brought to Finance Committee (for recommendation) and Council (for approval) and then implemented
- Oversee the College Risk Register, monitoring updates and ensuring regular review by ‘responsible person’
- Establish and maintain a register of financial and estates policies and regulations, including dates for review and committee oversight
- Ensure that policies are kept up to date and are available on the website
- Carry out any other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with the grade and/or salary level

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks and all employees are expected to work collaboratively to support the overall work of the College. A flexible attitude to working practices is required, as some support tasks might need to be performed out-of-hours.

**Person Specification**

**Essential**

- Highly systems and process focussed individual
- Excellent attention to detail
- Excellent interpersonal and communications skills both written and verbal
- The ability to interpret and apply legislation
- Strong understanding of database structures, principles and practices
- Strong competency with MS Office packages, including word, outlook and Excel
- The ability to cope with a varied and demanding workload

**Desirable**

- Application of the Data Protection Act 2018 and GDPR
- Experience of handling legal documents
- Experience of providing administrative support to Committees
- Experience of a Collegiate or University environment
All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college’s Staff Handbook, Health & Safety Policy and all relevant procedures.

**Screening Check Requirements**

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

**Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is 20 January at 9am. Interviews will be held at Hughes Hall, Cambridge in early February.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact Victoria Espley on Bursar@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.