



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

This is an exciting opportunity to join the Hughes Hall team as the Bursar's Executive Assistant and Compliance Administrator. This is an important and varied role, working closely with the Bursar to manage their busy office, and playing a key role in compliance and committee administration.

**The role would suit a skilled administrator with excellent attention to detail, a high level of discretion, and a wish to broaden their skillset and grow within the role.**

<b>Job Title</b>	Bursar's Executive Assistant & Compliance Administrator
<b>Location</b>	Hughes Hall, Cambridge, CB1 2EW
<b>Reporting to</b>	Compliance Manager
<b>Contract Type</b>	Permanent
<b>Probation Period</b>	Six months
<b>Salary Range</b>	£32,332 to £34,980 (SP 37-40, Band 5) depending on experience
<b>Hours of Work</b>	37.5 hours per week Monday to Friday. <b>[Part time working at 0.8 FTE with the majority of hours worked during University terms, will be actively considered.]</b> Hybrid flexible working options available.
<b>Annual Leave</b>	Annual paid leave of 25 days <u>plus</u> 8 public holidays (pro-rata if part-time).
<b>Pension Eligibility</b>	The College offers membership of a contributory pension scheme with employer contributions up to 8%
<b>Healthcare Scheme</b>	Access to the College's Healthcare Plan, <a href="https://www.medicash.org">https://www.medicash.org</a>
<b>Mental Health Peer Support</b>	Access to the College's Mental Health Peer Support Programme, supporting <a href="#">Mind's Mentally Healthy Universities initiative</a>
<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>• Free lunches on working days on site</li><li>• Free Life Assurance cover</li><li>• Enhanced sick pay</li><li>• Cycle purchase scheme</li><li>• Annual season ticket loan</li><li>• Free on-site car parking (subject to availability)</li></ul>

Hughes Hall is one of the 31 colleges of the University of Cambridge, and one of just three dedicated to students aged 21 and over. Our community is comprised of ~600 postgraduates and ~200 undergraduates alongside ~200 senior members.

We're one of the most international Cambridge Colleges, with students from more than 75 countries. Our senior members also come from all over the world and include top academics, leading figures from government, and senior executives in business, finance and law. Our mission is to use academic learning to bring about real change and growth in the world.

Hughes Hall is situated alongside Fenner's Cricket Ground, just off the vibrant Mill Road. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research.

Our [website](#) contains further information about our history, people, work, and values.

## **Job Purpose**

The role of Bursar's Executive Assistant is to manage and organise the Bursar's Office, providing a comprehensive range of administrative support to the Bursar, and work with the Compliance Manager on data protection, committee administration and College projects.

The Bursar has responsibility for: finance and investment management, the College estate including provision of student accommodation, IT, Human Resources, legal compliance, conferencing, catering and the day-to-day administration of the College. The Bursar's Executive Assistant has an important role supporting the Bursar and time management is key, as there will be peaks in demand during College term-time. The role holder will provide skilled administrative support to the Bursar and is ideally placed within this small team to gain knowledge of the work the Bursar manages and drive efficiency.

The Bursar's management team consists of the: Assistant Bursar, Head of Domestic Operations, Head of Facilities, HR Manager and Compliance Manager.

The Bursar has overall responsibility for compliance within the College and is the College's Data Protection Lead. The Bursar is supported by the Compliance Manager, and the Bursar's Executive Assistant administers compliance tasks, and provides support for work arising from the Bursar's committees. The Bursar's Executive Assistant will also act as Secretary for the Bursar's Estates Committee and Finance Committee. Experience of committee administration is not essential, as full training will be provided.

**The Bursar's Executive Assistant is an important post, affording the postholder a mix of autonomy and collaborative working as well as supporting a crucial function at the College.**

The successful candidate will be a reliable, organised and experienced administrator, able to assimilate information quickly. You will use your initiative to drive tasks forward, you will be adaptable with the ability to keep calm under pressure, and you will be able to confidently interact and communicate with varied stakeholders, with the highest levels of discretion and confidentiality. You will be experienced in managing a range of email correspondence and calendar management. You will also be keen to develop professionally, learning new skills and broadening your skillset. You will be supported by the Compliance Manager, who will be your line manager and will work closely with you, providing training where appropriate.

## **Main Duties**

- Provide comprehensive administrative support to the Bursar, acting as primary point of contact, developing good working relationships with key individuals both internal and external.
- Plan and proactively manage the Bursar's diary, work schedule and commitments including arranging appointments and organising meetings and events.
- Proactively manage incoming communications, including oversight of email inbox and diary requests, some of which will be confidential. Prioritising action to be taken, answering matters on the Bursar's behalf, and identifying matters which require collaboration with colleagues. Communications include managing email, phone calls, and post.
- Keep a schedule of reminders for recurring tasks and provide proactive updates and preparation to the Bursar for upcoming tasks, including maintaining a log of actions falling to the Bursar from committee and regular meetings, through reviewing the draft minutes.

- Support the Bursar in preparing for committee and other meetings through keeping track of the deadline for the preparation on key papers and working with Committee Secretaries.
- Prioritise, draft and present for approval/signature correspondence, reports, data and other documentation.
- Liaise with external bodies (including professional service providers) in respect of issues relating to the work of the College.
- Document safe-keeping, including establishing and maintaining effective filing systems including certain information on the College's website. Catalogue and ensure the safe-keeping of deeds and other legal documentation relating to the College property and investments or other legal matters.
- Assist the Bursar in administration of University meetings including Bursars' Committee and Sub-Committees meetings.
- Manage the Bursar's office in their absence, acting on own initiative to establish priorities necessary to the smooth running of the office.
- Organise the Bursar's travel and accommodation requirements when attending business away from College.
- Ownership of the Freedom of Information and Subject Access Request process, liaising with other departments as necessary. Recording requests, including response deadlines, sending acknowledgements and final responses, managing internal reviews and documentation.
- Ownership of data protection reporting, maintaining records and supporting staff to use the online reporting tool.
- Manage the Information Asset Register, providing support to departments in their data processing activities and pro-actively considering data protection issues across College processing.
- Manage Health & Safety training records for Assistant Staff, in conjunction with Facilities & HR.
- Provide committee support including preparation of agendas, papers and minutes and specific tasks relating to the committee workflow and calendar.
- Act as Committee Secretary for the Estates Committee and Finance Committee
- Manage the storage of legal documents relating to internal processes, including tracking of deadlines and organisation of panel meetings.
- Review and manage the Trustee Register of Interests and Charity Commission updates in conjunction with the Fellowships team.
- Participate in Compliance projects and tasks as needed and which are relevant to the role.
- Provide Executive Assistant cover during colleagues annual leave, as directed by College Officers.
- Any other duties that are within the scope, spirit and purpose of the job, and as requested by the Bursar.

## Person Specification

Essential	Desirable
<b>Qualifications, Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent level of experience</li> <li>• Significant relevant work experience gained in a senior administrative role, e.g. EA at Director level</li> <li>• Experienced administrator with established track-record</li> <li>• Sound knowledge and proficiency in Microsoft Office software</li> </ul>	<b>Qualifications, Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Experience of working within a Higher Education environment</li> <li>• Familiarity with financial/governance/legal terminology</li> <li>• Experience of data protection within the workplace</li> <li>• Experience of working with committees, including providing secretarial support</li> </ul>
<b>Skills, Abilities and Competencies:</b> <ul style="list-style-type: none"> <li>• Adaptable, flexible, practical</li> <li>• Discretion and diplomacy in dealing with confidential information and sensitive issues</li> <li>• Ability to remain calm when working under pressure and to tight deadlines</li> <li>• Excellent verbal and written communication skills with a strong command of written English</li> <li>• Strong interpersonal and organisational skills</li> <li>• Excellent attention to detail and high degree of accuracy</li> <li>• Ability to prioritise tasks effectively</li> <li>• Self-direction and problem solving skills</li> <li>• Ability to work independently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Creative, strategic, and/or analytical skills within an ability to suggest improvements</li> </ul>

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with the College's Staff Handbook, Health & Safety Policy and Acceptable Use Policy and all relevant procedures.

### Screening Check Requirements

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](#) will be required to access this status online.

- [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](#)
- [List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK](#)

### **Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

If you would like to have an informal discussion about the role, please contact Julia Watkinson, Compliance Manager, via [compliance@hughes.cam.ac.uk](mailto:compliance@hughes.cam.ac.uk) to arrange a convenient time.

You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

**The closing date for applications is Wednesday 1 May 2024 at midday.**

**Interviews are expected to take place at Hughes Hall, Cambridge on either 14th or 16th May 2024.**

### **Data Protection**

Any information given will be processed for employment selection and statistical purposes. To understand how your Executive data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

### **Further Information**

For an informal discussion about the post, please contact the Compliance Manager on [compliance@hughes.cam.ac.uk](mailto:compliance@hughes.cam.ac.uk).

If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).