One of 31 constituent Colleges of the University of Cambridge, St Edmund's was founded in 1896, and in 1965 became one of the new graduate Colleges. It obtained full collegiate status in 1996 and its recent history has been marked by rapid growth so that it now comprises 60 Fellows; a student body of 500, most of whom are studying for postgraduate degrees, together with 120 mature undergraduates, and 45 FTE members of staff. The College is totally multidisciplinary, hosting students in all the subjects and degrees offered at the University. The student body is highly international with over 80 nationalities represented amongst its current students. The College is known for its friendly, informal and international atmosphere and undergraduates, graduates and Fellows mix freely. The friendly and relaxed nature permeates through all aspects of College life, giving a busy and varied social and academic life. It is one of the few Colleges where the Master, the Tutors, Directors of Studies and others sit and dine with the students rather than on a separate high table. The College is genuinely collegiate, collaborative and community-focused.

St Edmund’s is distinctive in its religious heritage and its role in nurturing interdisciplinary research. Unique among the Cambridge Colleges, St Edmund’s College Chapel is a Catholic foundation. The Dean is, by Statute, a Catholic priest and the Chapel provides a place of worship to members of the College and the University, as well as the local community. The College has two active Research Institutes, the Von Hugel Institute (which focuses on the relationship between faith and society) and the Faraday Institute for Science and Religion. St. Edmund’s is set in large, quiet and pleasant grounds close to the University Library and the city centre, whilst enjoying easy access to the University West and North West Cambridge sites so is at the epicentre of the new Cambridge economy.

Governance, Risk, and Compliance Manager
Candidate Information Pack

No Ordinary College
Thank you for your interest in becoming our new Governance, Risk, and Compliance Manager. It is an exciting time to join St Edmund’s. As one of the Colleges of the University of Cambridge, we aim to be at the forefront of education provision, offering a unique period in our students’ lives to grow intellectually and personally as part of a diverse community of just under 1000 members.

As someone interested in higher education, you will understand the opportunities and challenges the sector faces, even before the seismic changes wrought by COVID-19. St Edmund’s needs to respond, adapt and innovate. If this excites you then you are the sort of person we are looking to join us.

Cambridge attracts future UK and global leaders. As a former UK diplomat, I believe that to be a leader today – whether leading state-of-the-art research, a multi-national company, or a country – it is not enough to have the world-class degree a Cambridge education offers. Leaders also need strong interpersonal skills, an understanding of issues beyond their personal area of expertise, and the ability to speak across cultures. That is what St Edmund’s aims to deliver.

Here at St Edmund’s, within our 10 acres, we welcome the world. With over 80 nationalities represented each year and offering every degree course, there are few places where you can be immersed in such a rich diversity.

Next year we celebrate our 125th anniversary. My mandate as Master is to consolidate the incredible journey St Edmund’s has been on since its founding as a home for a then marginalised Roman Catholic minority, and take our vibrant multi-cultural community to the next stage in our development.

You will have a key role to play helping us to ensure a robust foundation for growth, based on sector best-practices. You will be key to ensuring that we have the necessary governance and compliance in place to enable smooth delivery of the College’s ambitious plans. You will be a key member of the team helping our senior members manage and lead the College well.

If that sounds like you, please, apply. I look forward to working with you.

Catherine Arnold OBE
Master of St Edmund’s College
Who we are

St Edmund’s College is one of the 31 constituent Colleges of the University of Cambridge. Our vibrant student body is made up of around 420 post-graduates and 130 mature undergraduates, who are over 21 years of age. With over 260 senior members – academics working at the cutting edge of their field or eminent members of their profession – and around 70 staff, you will be joining a dynamic and growing College with an ambitious vision for our role in shaping the future of higher education and collaborative research.

The maturity of our community means that we have earned a reputation as the friendly College. Relaxed, non-hierarchical and diverse, we pride ourselves on being a place in Cambridge where people of all backgrounds are welcomed, will feel at home and can flourish.

This is more than a lived reality; it is part of our founding philosophy: that the excellence of education and research at the University of Cambridge must be made available to people of all backgrounds and that no one should feel excluded. Established in 1896 as a home for a marginalised Roman Catholic minority that had previously been excluded from the University, we remain the only College in Cambridge and Oxford to have a Roman Catholic Dean and Chapel. Today we welcome members of all faiths and none, but our history continues to inform our commitment to increased access and inclusivity. We were the first formally all-male college to accept women and the natural choice for two UK foundations to provide scholarships for future British Muslim leaders.

The College has grown significantly in the last 20 years. The acquisition and development of the award winning Mount Pleasant Halls, opened in September 2019, launched a new phase in our growth and development. The next 10 years will be an exciting time to be part of the St Edmund’s story. We need creative, energetic people who are passionate about the global importance of education and research to secure, shape, and develop that future.
Our vibrant community
Our leafy 10 acre grounds are conveniently positioned a short walk from the historic centre and close to the new West and North West Cambridge developments, which house new faculty buildings and much of the City’s high-tech enterprise. From our famous Okinaga Tower, with the highest room in Cambridge, we can take in all the beauty that city and surrounding landscape has to offer.

The award-winning Mount Pleasant Halls opened in 2019, expanding our site and adding over 270 new, high-quality, rooms and study spaces to our campus. As part of our future vision, the College has secured planning permission for a major new East Court development: an attractive series of buildings focussed on creating shared spaces and increased encounter to support our vision of a global hub for multi-disciplinary education, learning and research.

The Norfolk Building sits at the centre of College. Our Dining Hall, through which much College life flows, provides a place to eat and meet for people of all ages and without distinction between students, staff and fellows – we have highchairs but no high table. A cafe, bar, common rooms, conferencing facilities, gyms, music rooms, two libraries, the Chapel (open for multi-faith prayer) and spacious grounds for relaxing with a book or leading a Zumba session means there’s always a buzz.
The University

Founded in 1209, the University of Cambridge is the fourth-oldest university in the world.

**Students**
Undergraduates: 12,480  
Postgraduates: 10,910  
Total students: 23,380 (2019 figures)

**Staff**
11,528 members of staff employed in academic, academic-related, contract research, technical, clerical and secretarial roles.

**Alumni**
The University has around 300,000 living alumni, with significant numbers in the UK, China, USA, Australia and Hong Kong.

**Admissions**
18,378 people applied for around 3,000 undergraduate places in 2018. Over 65% of these came from state schools.

**Honours**
Among the University’s alumni we have 110 Nobel Prize Laureates, 47 Heads of State, 190 Olympic Medalists.

**Graduate employment**
Over 90% of former students are in employment or undertaking further studies six months following graduation.

**A global University**
Cambridge is a globally diverse institution and our students come from over 147 different countries.
Living in Cambridge

The picturesque market-town with which the medieval university grew over centuries is complimented today with all of the conveniences of a modern city. Excellent cycling and public transport infrastructure makes it easy to get around and the city is less than an hour from Kings Cross by train. A short drive, or even walk from the city centre and you are in the stunning fens. Alongside the idyllic green spaces and historic buildings that dominate the city comes the burgeoning tech industry, the 'silicon fens', and superfast fibre internet.
Role Description

Job Summary
The post holder will be responsible for College Governance, including support to the College Officers in the smooth running of the Governing Body, Council and its wider committee system. The post holder will ensure compliance with relevant University, College and legal requirements. You will also support the College Officers in the promotion of the College and a vibrant Fellowship. The post holder will manage the College Administrator.

Job Title
Governance, Risk, and Compliance Manager

Reporting to
Bursar

Hours
Full Time (36.5 hours per week)

Holidays
25 days annual leave plus bank holidays

Bursar

Governance, Risk, and Compliance Manager

College Administrator
Main Duties (Governance)

Governance
Working with the Bursar, the Chair (the Master) and Secretary of the Governing Body and Council you will ensure the smooth running of the committee system in compliance with the Statutes and Ordinances (S&Os). This will include, but not be limited to, the preparation, dissemination, record and delivery of both information and action within the committee structure (e.g. agendas, papers, minutes, action logs, T&Cs, membership etc), including oversight of the College Administrator’s responsibilities.

• Ensure the best practice for governance is followed by the College.
• Develop annual schedules of business for the Governing Body, the Council and other key committees of Council.
• Draw up guidance and codes of good practice in committee governance, including regular review of Terms of Reference, both for committees and stipendiary roles, and ensure that all committee Chairs, Secretaries and Members, where required are aware of and adhere to them.
• Ensure that appropriate governance and compliance training/refresher programmes are in place, oversee coordination of these; develop them where missing.
• Coordinate paperwork for Governing Body, Council and other key committees, ensuring these are drafted, cleared and disseminated on time and in a clear and consistent format.
• Ensure that business at Governing Body and Council is in accordance with the Statutes & Ordinances, advising the Chair and Secretary, accordingly as required. Keep under review the appropriateness of the College’s governing documents to meet the practical needs of the College.
• Responsibility for drafting occasional papers or presentations in support of the objectives of the role, for Council, Governing Body or other key committees, in consultation with a range of stakeholders.
• Follow up actions arising from Council and Governing Body, including ensuring these are communicated to relevant parties and reflected in future agendas. Maintain action logs and support College Officers in prioritisation, and provision of timely and consistent updates to Council and Governing Body.
• Ensure effective communication between committees, and of committee decisions to Fellows, staff and the student body.
• Ensure Members of College and key staff understand and can contribute to Governance structures and decision-making processes in College.
• Maintain a register of interest and oversee the College’s conflict of interest policy.
• Coordination and oversight of the production of the College Calendar, information (internal and external) on College governance, arrangements for the triennial reviews of any College Research Institutes and other duties as required.
Main Duties (Compliance)

Compliance
Ensure the College is and remains compliant with all legislation and regulation that is relevant to it. Ensure clear communication to all those that are involved in running the College the areas of compliance for which they are responsible. For the sake of clarity this role is not responsible for policy compliance but for the systems that track and support compliance. The role of policy compliance is that of the owner of the policy supported by the post holder.

- Establish and maintain an indexed register of policies, including owners, dates for review and committee responsible for approval. The register should include methods for auditing compliance to the policy.

- Ensure there is a regular review of policies, and that at each review there is nothing incongruent with the Statutes & Ordinances (or if a policy has an impact, then make recommendations to the S&O committee via the Chair) or other compliance requirements.

- Oversee the complaints process ensuring policy compliance. As necessary, undertake investigations to support the complaints process.

- Lead on ensuring the coherence of the College’s policies and compliance frameworks, ensuring that as policies are revised or developed the policy owner is aware of potential sources overlap, tension or non-compliance. For clarity, the post holder is responsible for bringing potential issues of coherence to the attention of the policy owner and relevant committee chairs and providing support in resolving them.

- Ensure clear and effective communication of policies and regulations by their owners, facilitating this where appropriate. Coordination and oversight of the production of the Blue Book ‘Notes to Members’.

- Keep under review compliance against the Charity Commission Code of Governance, reporting any changes to Senior Officers and Council.

- Responsibility for timely and compliant external reporting e.g. to the Charity Commission.

- Take responsibility for the Freedom of Information (FoI) policy and process and other GDPR related issues including responding to FoI enquiries and subject access requests. Act as the Data Protection Lead for the purposes of the University.

- Oversee delivery of any legal processes e.g. arising from legal cases, including tracking progress on any legal cases or requirements.
Main Duties (Risk Management)

Risk Management
Responsibility for oversight of the risk management framework and risk strategy. Maintaining the College risk register, supporting Council and Fellowship engagement with risks and changes to the risk picture consistent with its strategy and risk appetite.

- Own and manage the Business Continuity Framework (BCP), setting the organisational standards for Business Continuity Plans (BCPs) and working with departments to agree delegations and responsibilities. Coordinate regular exercising of the BCPs.

- Ensure that all risks are assessed, documented, and reviewed as appropriate.

- To develop the Risk Management Framework and work with College Officers and staff to implement and embed it across the College so that risk management is compliant with any regulation.

- To develop and maintain a range of risk identification, assessment, measurement and monitoring processes to support the management of the College’s risks and ensure these are carried out on a regular basis and reported to the relevant Committee, Council, or Governing Body.

- To report on the College’s risk exposures relative to its risk appetite and tolerance, and the extent to which the risk inherent in any proposed strategy and plans are consistent with the Council’s risk appetite and tolerance alerting the Council to any business strategy or plans that exceed the risk appetite and tolerance.

- To support risk management across the College by providing advice and challenge on risk mitigation activities.

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within St Edmund’s College, and its overall objectives. You may have varying line-management responsibilities.
Person Specification

• Education to degree level.
• A member (or student member) of the Association of Chartered Secretaries and Administrators (ACIS).
• IT literacy, notably Microsoft Office (including Excel, Power Point).

Strong experience of all of the below, or significant expertise in some combined with demonstrated ability to develop the remainder to a high level swiftly and independently:

• Project and programme management.
• Internal and external communication development and delivery.
• Understanding of charity governance and administration.
• College administration and understanding of the Collegiate University.

Personal Skills and Abilities

• A self-starter who can work independently and use own initiative, including to improve working practices and develop and administer processes, with the ability to work successfully as part of a team. Flexibility and willingness to adapt.
• Excellent and demonstrated ability to deliver results and work well with different people, including Fellows, visiting academics and other members of staff – or the equivalent in another organisation; cultural sensitivity.
• Strong, positive existing networks in the Collegiate University or proven ability to develop productive external relationships.
• Discretion and the ability to handle confidential information in a professional manner.
• Excellent spoken and written communication skills.
• Commitment to the College objectives and ethos.
Terms of Employment

Salary
Ca. £42,500 p.a.

Hours
Full Time (36.5 hours per week)

Holidays
25 days annual leave plus bank holidays

Staff benefits include
• One free meal per day
• Free car parking on site (depending on availability)
• Contributory Pension Scheme

Application and selection process
To apply, please submit a complete application form together with a covering letter to the HR manager, Ms Wendy Godfrey: hr.manager@st-edmunds.cam.ac.uk

To discuss any aspect of the role, please contact Mr Graham Watson, the Bursar, at gew41@cam.ac.uk

The deadline for applications is 23:59GMT on Monday, 22nd March.
Interviews will be held in the week commencing Monday, 29th March.
Thank you for your interest

We look forward to hearing from you!