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.

Administrative Assistant (Governance & Compliance)

Candidate Information Pack

No Ordinary College
Thank you for your interest in joining our growing team at what is a very exciting time for us.

Here at St Edmund’s, within our 10 acres, we welcome the world. With over 70 nationalities represented each year and offering every degree course, there are few places where you can be immersed in such a rich diversity. We aim not only to deliver a first class education, but to provide a vibrant, friendly and diverse community for all of our members - students, alumni, Fellows and senior members, and staff.

The role of Administrative Assistant (Governance & Compliance) is a vital one at what is an exciting time for the College as we drive forward our ambitious plans for growth.

As a Chartered Secretary, I believe strongly in the importance of building the right foundations to enable an organisation to flourish. You will have a key role to play, working with the Governance, Risk and Compliance Manager to ensure that we have the necessary systems in place - and that they run smoothly and efficiently - to enable us as a team to provide the level of support that the College’s most senior stakeholders need and expect.

Graham Watson
Bursar of St Edmund’s College

Note from the Governance, Risk & Compliance Manager

As the College’s Governance, Risk and Compliance Manager, I am responsible for ensuring that our governance processes function smoothly and that we meet all of our legal obligations as a charity, as an employer and as a Cambridge College.

If you join us, you will be involved in some of the most important areas of running the College and interacting on a daily basis with our most senior staff and members. You will not only be providing me with vital administrative support in managing these high-responsibility areas day to day, but your ideas and energy will be central in helping me design and improve the structures, systems, procedures and policies we need to function at the level we aim to deliver: both now and as we grow. In short: this is an opportunity to be a big part of something exciting - both for the College, and we believe, for you. Please don’t be put off if governance and compliance are not areas you have experience in; what matters is that you are full of ideas, have a keen eye for detail and want to make a big contribution to the success of a Cambridge College. If that sounds like you then please do submit your application - I very much look forward to working with you.

Chris Wagner
Governance, Risk & Compliance Manager
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 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 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 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.
Terms of Employment

Salary
£23,332.70 - £25,258.13

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
• Death in Service Benefit Scheme
Role Description

Job Summary
The post holder will provide core administrative support to the Governance, Risk and Compliance Manager ("GRCM") in delivering the smooth running of the highest-level College governance processes, including the Governing Body, Council and its wider committee system as well as the day to day coordination of systems designed to ensure compliance with relevant University, College and legal requirements. The post holder will also be centrally involved in the design of new compliance and risk management systems.

Job Title
Administrative Assistant (Governance and Compliance)

Reporting to
Governance, Risk and Compliance Manager

Hours
Full Time (36.5 hours per week)
Person Specification

Required Skills & Experience

- Education to degree level (or equivalent) is preferred but not essential; applications from those educated to A-level (or equivalent) with relevant experience will also be considered.

- High level of proficiency in Microsoft Office software packages including in particular Teams, SharePoint, Outlook, Word and Excel.

- The ability to touch type is preferable; ability to type accurately at high speed is essential.

- Experience with records management and databases would be an advantage but is not essential.

- Experience of minuting high-level meetings is preferable but not essential.

- Some prior knowledge of data legislation and the Subject Access and FoI request and response processes would be beneficial but is not essential.
Personal Skills and Abilities

- An excellent and organised administrator.

- A self-starter, able to manage own daily workload and work independently whilst remaining adaptable and willing/able to respond to specific requests from line manager.

- Ability to manage numerous tasks with competing deadlines and prioritise work accordingly.

- An innovator who is able to identify areas for improvement or ways to improve efficiency – willingness to put forward ideas and assist in the development of new systems and practices.

- An excellent written communicator, with a demonstrated ability to communicate effectively and appropriately with a wide range of colleagues and stakeholders, including College Fellows.

- A keen eye for detail, taking pride in ensuring at all times that work is accurate - exceptional attention to detail

- The ability to demonstrate appropriate discretion and handle confidential or sensitive information in a professional manner.
Main Duties (Administration - Governance)

Governance

Working with the GRCM you will help to ensure the smooth running of the committee system in compliance with the College’s governing documents. This will include, but not be limited to, the preparation and recording of both information and action within the committee structure (e.g. agendas, papers, minutes, and action logs) and helping to ensure that our in-house election processes are properly run. Specific tasks include:-

- Providing a full secretariat function for the major College Committees, to include supporting the Chair, Secretary and lead-staff to prepare agendas and distribute papers for meetings, taking minutes and ensuring that follow up actions are recorded and taken forward through the maintenance of appropriate action logs.

- Ensuring that all relevant minutes from the College Committees are made available to the Council and Governing Body as required by the College’s governing documents, shared with the correct people, and correctly stored.

- Working closely with the GRCM to maintain an appropriate document management system to enable the efficient administration of the committee structure and allow for the timely distribution of papers, reports or other relevant information, including across the Fellowship.

- Maintaining the College’s Charity Commission records, including ensuring that trustee details are updated as required.

- Ensuring that all necessary public information relating to College governance is up to date, including in particular the College’s website.

- Assisting the relevant committee chairs and other lead staff to deliver the processes required for Governing Body and Council to undertake the election of senior members (including Fellows) and College Officers, in a timely fashion.

- Administration of the processes around the nomination and election of College Officers, Fellows, visiting academics and other members of the wider Fellowship/ Senior Membership – including delivery of processes around relevant university schemes as they arise.

- Provision of full administrative support to the GRCM in relation to College Membership governance including ensuring that membership renewal processes are properly followed and in particular the timely provision of nomination paperwork to relevant committees.
Main Duties (Administration - Governance)

- Liaising with HR and payroll where appropriate regarding matters relating to benefits and rewards for College Officers and the Senior Membership

- Ensuring that requests for leave of absence are submitted to the Council as necessary
Main Duties (Administration - Compliance)

**Compliance**

Supporting the GRCM in ensuring the College is and remains compliant with all legislation and regulation that is relevant to it, including:

- Freedom of Information responses, including maintenance of the College’s FoI register, ensuring that key personnel are aware of response deadlines, acting as the cross-departmental point of liaison for gathering relevant information and working closely with the GRCM to produce appropriate responses.

- GDPR Subject Access Request responses including maintenance of the College’s Subject Access Request register, ensuring that key personnel are aware of response deadlines, acting as the cross-departmental point of liaison for gathering relevant information and working closely with the GRCM to produce appropriate responses.

- Assisting generally as required in the production of new policy and procedure documentation as the need arises, with a particular focus on accuracy and consistency of format and presentation.

- Assisting with the initial development and ongoing maintenance of a Policy Register, to include ensuring that key personnel are aware of policy review due dates and acting as the cross-departmental point of liaison to ensure that policy authors conduct timely reviews.

- Assisting with the initial development and ongoing maintenance of a Complaints Register, to include assisting with the dissemination of complaint trend data and reporting of such data in appropriate formats, including policy papers.

- Ongoing maintenance of the College’s Risk Register, to include ensuring that key personnel are aware of risk assessment review due dates and acting as the cross-departmental point of liaison to ensure that individual risk assessment owners conduct timely reviews.

- Ensure clear communication to all those that are involved in running the College the areas of compliance for which they are responsible.

- Assisting with the initial development and ongoing maintenance of a Declaration of Interests Register, to include liaising closely with the College Administrator to collate Declaration of Interest paperwork and transcribe appropriate data and assisting with the dissemination of interest trend data and the identification of possible conflicts of interest, and the reporting of such data or concerns in appropriate formats, including policy papers.
Main Duties (Compliance)

- Assisting with the development of an appropriate standardised template for collegiate committee Terms of Reference and the production or ongoing maintenance/amendment of ToRs for individual committees as the need arises.

- Assisting with the initial development of a Business Continuity Framework, to include ensuring that key personnel are aware of BCP review due dates and acting as the cross-departmental point of liaison to ensure that individual BCP owners conduct timely reviews.

Main Duties (General Administrative Support)

- Management of the GCRM’s diary.

- Assistance from time to time and as necessary in relation to the digitising of documents for archiving.

- Other administrative support functions as may be required from time to time to support the work of the GRCM.

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.
Application and selection process

To apply, please submit a complete application form together with a covering letter addressed to Nicky Chalklin, HR Administrator: ndc37@cam.ac.uk

Informal enquiries about the post may be made by emailing Chris Wagner (the Governance, Risk and Compliance Manager): grcm@st-edmunds.cam.ac.uk.

The deadline for applications is midnight on Sunday, 5th June. Interviews will be held in the week commencing Monday, 6th June.

Thank you for your interest

We look forward to hearing from you!