Assurance Manager

Candidate information pack
October 2023
Letter from the Hiring Manager

As Domestic Bursar for St John’s College I am responsible for the day to day running of the college estate. Our primary purpose is education, and my department oversees the provision of everything that’s needed to create the best possible environment for teaching, learning and research – from catering to security, IT to maintenance, and gardening to the construction of new student accommodation.

I’m looking for someone who can interact with a really wide range of people, enjoys dealing with detail, and will relish the challenge of implementing a systematic approach to our assurance activity.

This is a role with the potential for agile working, and I particularly welcome applications from people who have other responsibilities, such as caring for family.

Best wishes,

Alison Cox

Domestic Bursar
An overview of St John’s College, Cambridge

An inspiring place in which to work

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John’s is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is inclusive, caring and respectful and we cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.
**The Domestic Bursar’s Department**

*The Domestic Bursar also oversees the following departments:
Catering; Accommodation; Housekeeping; Maintenance; Porters; Gardens, Grounds & Boathouse; Capital Projects; IT*
Job Description

Job Purpose

To assure the leadership of the College of compliance with all legislative and regulatory requirements. To provide expertise in certain key areas, as noted below. To manage the College’s policy and procedure documents.

Principal Responsibilities

Compliance

• Lead and manage a project to review and strengthen compliance activities across all areas of the College.
• Own, develop and maintain the register of compliance. Key areas are data protection, catering, health & safety, education, finance, charity law/regulation and human resources; however all aspects of college operations fall under the remit of the Assurance Manager.
• Work with Heads of Department to identify all relevant legislation, regulation and best practice in their areas.
• Be responsible for identifying new legislation with which the College will be required to comply. Develop policies and procedures and deliver training on this legislation as necessary.
• Track assurance activity carried out by departments.
• Make recommendations for further internal or external assurance activity and implement when approved.
• Provide reports to relevant committees, primarily the Audit and Risk Assurance committee, and to the College Council.

Data Protection

• Provide specialist expertise within College on the requirements of data protection legislation and put in place assurance activity, including training
• Provide support and assistance to the college data protection lead (CDPL), including covering the CDPL role for holiday/sickness absences
• Work with the CDPL to collate responses to Data Subject Access Requests.
• Advise the Records & Data Committee on all matters concerning data management and data protection.

Freedom of Speech
• Provide specialist expertise on Freedom of Speech legislation. Write new policies and procedures, or update existing ones, to allow the College to comply in a practical and proportionate way.
• Arrange and/or deliver training to Fellows, staff and students in this area.

Risk
• Review and keep up to date the College risk register with respect to issues of compliance. Define and implement mitigation measures.

Policies and procedures
• Own, develop and manage the systematic classification of the college’s policies, procedures, standards and guidance.
• Define ownership of key documents and make sure these are reviewed regularly and kept current.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Domestic Bursar and it is anticipated that the role will evolve over time once work to implement new systems is complete.
**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

<table>
<thead>
<tr>
<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Specialist knowledge of current legislation in Data Protection, Freedom of Speech.</td>
<td>• Specialist knowledge on legislation covering one or more out of Health &amp; Safety, Catering and Education.</td>
<td></td>
</tr>
<tr>
<td>• Previous experience in a role with accountability for compliance or assurance.</td>
<td>• Experience in the higher education sector</td>
<td></td>
</tr>
<tr>
<td>• Demonstrable ability to manage a programme of work comprising the various elements of the role, to a defined timeline and within budget.</td>
<td>• Membership of a relevant professional body</td>
<td></td>
</tr>
<tr>
<td>• Educated to degree level or with equivalent experience.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Strong IT literacy and willingness to work using collaborative systems.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills, Abilities and Competencies:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Able to work proactively and independently.</td>
<td>• Able to maintain good working relationships with colleagues whilst thoroughly examining their work to provide a high level of assurance.</td>
</tr>
<tr>
<td>• Strong attention to detail and conscientiousness.</td>
<td></td>
</tr>
<tr>
<td>• Process focussed, logical and structured.</td>
<td></td>
</tr>
<tr>
<td>• Excellent communication skills, both written and verbal: able to prepare and present clear and concise reports.</td>
<td></td>
</tr>
<tr>
<td>• Able to maintain good working relationships with colleagues whilst thoroughly examining their work to provide a high level of assurance.</td>
<td></td>
</tr>
</tbody>
</table>
Terms and Conditions

Length of post: Permanent

Salary: The salary for the post will be between £40,331-£45,393 p.a. (depending on experience)

Hours of work: 36.25 hours per week

Location: The role is based St John’s College in Cambridge. Agile working is available for this post.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- An Agile Working policy whereby eligible staff may be able to work remotely for up to 40% of their working hours.

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.
Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 12 noon on 16 November 2023. Interviews are expected to take place during w/c 27 November 2023.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.