

Cambridge Innovation Park North
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Job title	EA to CEO and Portfolio Office Lead, Paragon Land & Estates Group
Grade	Level 3
Salary range	At Interview
Hours	25-35 hours per week
Place of Work	Waterbeach
Portfolio/ Team	Office of the Board

Role Summary

1. Assist the CEO in
 - a) executive assistant and diary management functions
 - b) the prioritisation of his/her work
 - c) providing a first line filter and day to day project management of his/her workload

2. Assist the CEO by providing project reporting and risk escalation across:
 - a) work to prepare Cambridge Innovation Parks Ltd for an anticipated divestment (sale) by Mar '23
 - b) Operational activities and projects to deliver continuous improvement

3. Organise and oversee administration/documentation and follow-up on all board and secretariat matters

Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable.

1	<p>Diary management and co-ordination of meetings for the Executive Directors</p> <p>Pro-actively identify and schedule networking opportunities and maintain a portfolio of contacts, leads, potential investment and development opportunities in relation to the anticipated Divestment of Cambridge Innovation Parks Ltd</p> <p>In addition, the role holder will support the effective coordination of meetings for development and potential investor work.</p>
2	<p>Provide an effective interface between the CEO and his/her direct reports facilitating effective knowledge sharing and issue escalation.</p>
3	<p>Work closely with each Business unit leader to facilitate</p> <ul style="list-style-type: none"> a) effective communication b) rapid escalation of issues c) efficient working across teams
4	<p>Organise and arrange for appropriate documentation of Board and other key senior meetings ensuring compliance and supporting governance.</p>
5	<p>Assurance reporting on key business risks and process integrity</p>

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> • You will have received training in Project management and reporting. You will have good understanding of corporate governance, process management and assurance.
Relevant experience	<ul style="list-style-type: none"> • Experience of supporting and working alongside senior executives, ideally in a plc environment. • Strong understanding of commercial matters and general business developments • Strong financial literacy and the ability to use the full range of Microsoft Office products • You will be IT literate and capable of supporting a range of IT and media functions.
Interpersonal and communication skills	<ul style="list-style-type: none"> • Critically, the role holder will have a good track record of relationship management at all levels
Additional requirements	<ul style="list-style-type: none"> • Experience of process mapping and systems implementation

Terms and Conditions

Location	CIPL, Waterbeach
Working pattern	Monday - Friday Office hours are between 08.00 – 18.00
Hours of work	25 - 35 hours per week
Length of appointment	Fixed term contract (18 months) with possibility of move to permanent
Probation period	6 months
Annual leave	28 days per annum, including Public Holidays
Pension eligibility	Workplace Pension
Retirement age	N/A

Screening Check Requirements	
Application Process	

If you would like to apply for this role please apply via www.indeed.co.uk or if you have any questions, please contact jobs@cambridgeinnovationparks.co.uk