

Policies and Procedures Editor

Finance Division

Closing Date: 20th October 2024
Job Reference: AG43473



Policies and Procedures Editor

Salary:

£40,521—£54,395

Contract:

2 Year Fixed Term

Location:

West Cambridge

Department:

Finance Division

Responsible to:

Finance Training Manager

Working pattern:

Full-time

Role Overview

Reporting to the Finance Training Manager the Policies and Procedures Editor (the Editor) will be responsible for ensuring that the Finance Division provides clear, up-to-date, and easily accessible financial policies and procedures that reflect the current and changing environment. The Finance Transformation Programme (FTP) and the planned revision to the Financial Regulations will require the review, updating and re-writing of all existing policies and procedures to support the introduction of new systems, changed ways of working and adherence with regulatory requirements. The Editor will co-ordinate this, ensuring that policies and procedures are then kept up to date by the introduction of a regular review timetable.

The existing Financial Procedures Manual (FPM) documents processes across the whole spectrum of the Finance Division's activities, this encompasses Financial Operations, Academic Financial Planning and Analysis as well as Procurement, Tax, Insurance and Treasury. There are also shared procedures with other University departments e.g. donations (the Development office) and research grants (Research Operations Office).

Role Purpose

The Editor will manage the process of the revising, developing, and updating the FPM by subject matter experts across the Finance Division, devising new administrative systems where necessary to support.

The Editor will be responsible for consulting and co-ordinating subject matter experts, stakeholders, and departmental staff across the University to develop, review, capture feedback and agree procedures. In some cases, drafting procedures themselves, in other instances suggesting and negotiating any required changes with the author. They will proof final documents to ensure that they are accurate, pitched appropriate to their audience, meet agreed standards, and have achieved the necessary approvals. In conjunction with communication, web and training colleagues communicate these through appropriate channels across the University's finance community and ensure that they are integrated into training resources. They will deliver updates to procedures to the financial user community.

With a breadth of knowledge across all aspects of financial activities they will act as a point of reference for others in signposting and responding to queries and build relationships with a wide range of stakeholders.



Policies and Procedures Editor

Key Responsibilities

1. Content research, review and analysis

- Using a variety of approaches and engagement with stakeholders, research, gather feedback on topics and existing procedures to identify areas for improvement.
- Analyse existing content to identify inaccurate/out of date content, omissions, duplications, presentation weaknesses, policy and procedural conflicts, compliance with University published governance and format guidance.
- Proactively review with stakeholders and departmental staff areas that require further clarification, processes that could be improved and aspects that will need to be changed as part of the Finance Transformation Programme, changing legislation or other external forces.
- Evaluate what should be policy, a procedure or simply guidance and highlight any associated policies that will be required.

2. Stakeholder engagement

- Identify appropriate stakeholders, and manage stakeholders appropriately using methods such as Power/Interest Grid, RACI matrix or linear responsibility chart.
- Negotiate stakeholder endorsement and buy in for change.
- Define and agree with stakeholders a review timetable.

3. Content development

- Work with content authors and subject matter experts to produce clear, accessible policy and procedural documents, providing initial drafts themselves where within areas of knowledge.
- Review draft content, identify ways to improve the flow of materials and advise authors on content areas to include. Revise and edit drafts to improve understanding, to ensure that the language used is appropriate to the audience.
- Proof reading documents, for clarity, grammatical accuracy, styling, and formatting is consistent across the chapters and in line with agreed standards.
- Set up cross-departmental working groups, run consultations and socialise proposed changes to gather feedback from a wide range of stakeholders across the University to ensure that proposals are practical, aligned with other University guidelines/ policies and to encourage adoption.

4. Communications and imbedding of procedures

- In conjunction with communication, web, and training colleagues, effectively communicate the policies and procedures across the University's finance community.
- Identify and use appropriate communication channels (e.g. bulletins, subscription services, presentations) to publicise relevant policies and procedures to target audiences.
- Deliver updates to procedures to the financial user community via for example, Knowledge bites training or Finance User Groups meetings.
- Make recommendations as to where policies and procedures should be integrated or updated in training materials.
- Where required design, develop or commission the development of new training to support policies or procedures.
- Work with the web officer to develop intuitive online forms and templates for departmental use.

Policies and Procedures Editor

Key Responsibilities Continued

5. Creation of templates and document management systems

- Own and maintain the Policy and Procedures library in line with the University's data retention policies.
- Devise systems and processes to facilitate collaboration, provide streamlined update administration which includes features such as version control, audit trails and approval workflows.
- Create templates and style guidelines for content authors.

6. Governance

- Create an internal policy to outline the key responsibilities of parties and an agreed review timetable to ensure that all content is reviewed at least annually to ensure accuracy.
- Implement a system to provide a clear audit trail for all change requests that includes a documented formal sign-off mechanism of owners of final versions.
- Retain and archive documents in line with the University's Data Retention Policy
- Ensure that all policies and procedures are published in line with the University's Freedom of Information Policy.

7. Responding to queries and auditors

- Signpost and respond to ad-hoc queries from staff and committees as required.
- Respond to auditors - internal, external and sponsors' requests for information and evidence.

8. Relationship building

- Build and maintain relationships with content owners, authors, and other subject matter experts across the University.
- Provide an avenue for departmental feedback on existing procedures.
- Build a good working relationship with the Governance and Compliance Division.



Person specification

| | Essential | Desirable |
|--|-----------|-----------|
| Experience | | |
| Experience of working with content management systems and version -control systems. | ✓ | |
| Demonstrable experience of developing and editing procedural documentation ideally in a finance or HE environment. | ✓ | |
| Proof reading or copyediting experienter standing of writing for the web and print. | ✓ | |
| Demonstrable experience of managing personal workload and balancing conflicting priorities. | | ✓ |
| Proven experience of building networks and managing stakeholder relationships. | | ✓ |
| Skills | | |
| Excellent research, analysis and policy drafting skills. | ✓ | |
| Strong interpersonal and influencing skills. | ✓ | |
| Excellent verbal and written communication skills in English, with mastery of grammar, punctuation, and spelling. | ✓ | |
| Excellent planning and time management skills with the ability to work to multiple deadlines and projects. | ✓ | |
| Excellent attention to detail and proofreading skills. | ✓ | |
| Ability to give constructive feedback. | ✓ | |
| Excellent interpersonal skills, displays tact, diplomacy and influencing skills. | ✓ | |
| Qualifications | | |
| A bachelor's degree in English, journalism, or communications or equivalent practitioner experience. | ✓ | |
| Part or qualified accountant. | | ✓ |
| Additional Requirements | | |
| Ability to quickly assimilate knowledge from outside own area of expertise. | ✓ | |
| Ability to work unsupervised. | ✓ | |
| A team player: willing to participate in other areas to support colleagues as required. | ✓ | |

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: [Behavioural Attributes | Human Resources \(cam.ac.uk\)](http://www.cam.ac.uk/human-resources/behavioural-attributes)

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

| Attribute | Level |
|-----------------------------|-------|
| Valuing Diversity | A |
| Achieving Results | B |
| Communication | B |
| Innovation and Change | B |
| Negotiating and Influencing | C |
| People Development | B |
| Relationship Building | B |
| Strategic Focus | B |

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Finance Division



It is the responsibility of the Finance Division to manage the financial resources of the University.

The Finance Division promotes good practice in Accounting, Reporting, Planning, Procurement, Taxation, Insurance and Pensions and is also responsible for maintaining the integrity of the accounting records, facilitating financial transactions, establishing best practice and for producing both the statutory accounts and management information to assist in decision making at all levels of the institution.

Our staff promote the effective use of Cambridge's financial resources by providing professional advice across the University and Group entities when appropriate. We supply financial information to the Council and other bodies to enable them to make informed decisions.

We also ensure Cambridge's financial compliance with the Office for Students (OfS), UKRI, HMRC and other funding and regulatory bodies, in addition to preparing the University's annual statutory financial statements.

The Finance Division has 240 staff spread across three main sites in Cambridge. This role, in the **Finance Training** is based in Greenwich House, Madingley Road. The University is supportive of hybrid working, where some work is undertaken on University premises and some in a remote working environment. The aim of our approach is to enable as many staff as possible to work in a hybrid way if they wish and where their role allows. This arrangement is subject to change and will not form a part of the contractual terms of the role.

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis of 2 years. Appointments will be subject to satisfactory completion of a nine month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full time working Monday – Friday. We welcome applications from individuals who wish to be considered for flexible working arrangements.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic disclosure (DBS) check and a Agenda security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks. Whether an outcome is satisfactory will be determined by the University.

Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them

during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

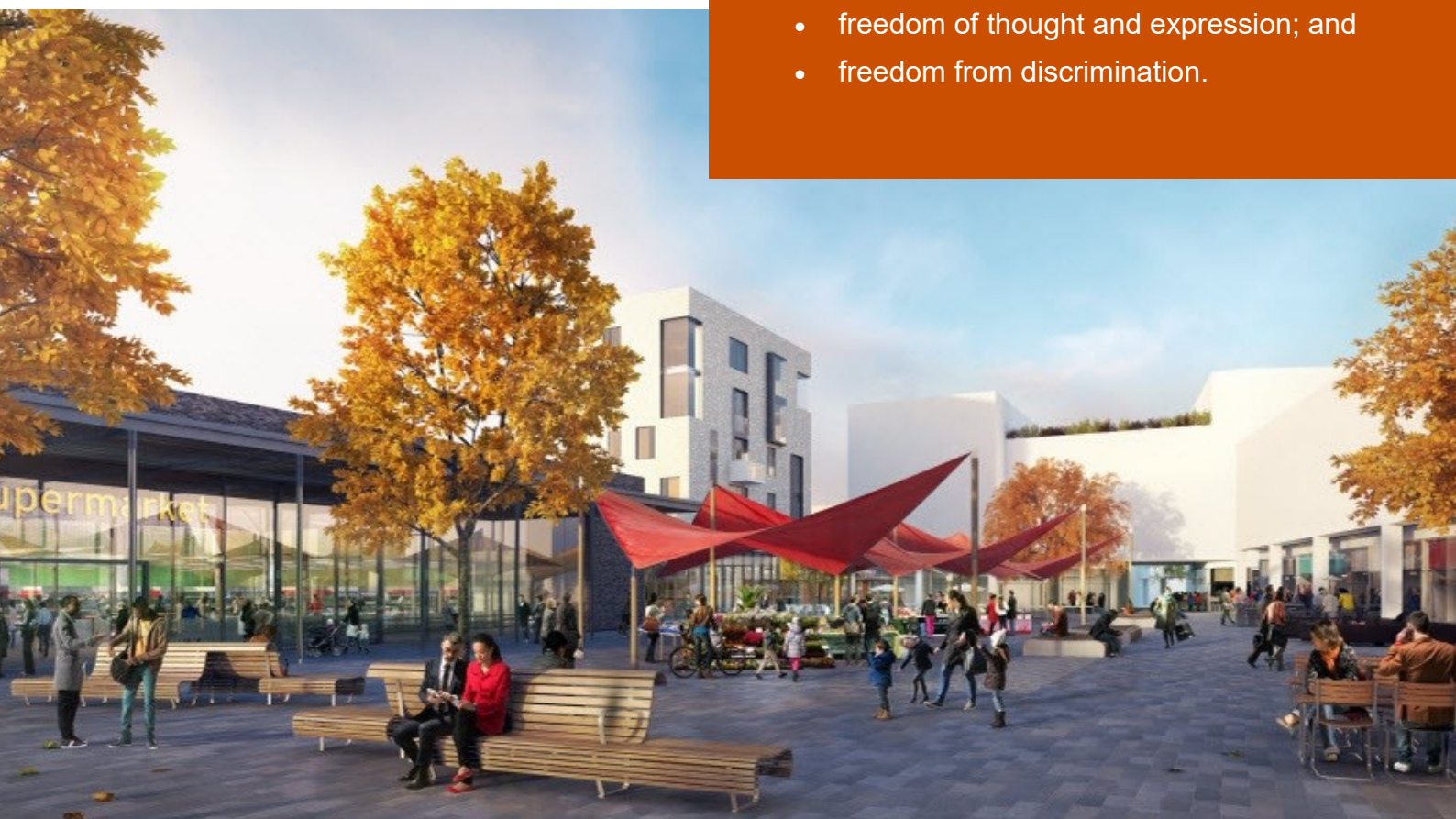
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Karen Sheldon, Finance Training Manager at:
karen.sheldon@admin.cam.ac.uk

If you have any queries regarding the application process please contact **finhr_recruitment@admin.cam.ac.uk**

The closing date for applications is: Sunday 20th October 2024

The interview date for the role is: Tuesday 29th October 2024